

EMPLOYMENT APPLICATION

Please Print

Date	Last Name	First Name	Middle
Present Address		City	State Zip
Mailing Address (if different from present address):		City	State Zip
Home Phone	Cell Phone		Email Address

Employment Desired

Position applying for: _____			
Referred by:	<input type="checkbox"/> Ad <input type="checkbox"/> Agency <input type="checkbox"/> Employee <input type="checkbox"/> Walk In	Name of Referral _____	
Are you applying for: (Please check all that apply) {		Regular full-time	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
		Regular part-time	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
What days and hours are you available for work? <input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Shifts Please State: _____			
Are you currently on layoff status subject to recall?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you available for work on weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No
Would you be available to work overtime, if necessary?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you available for travel, if required? <input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, on what date can you start work? _____		Salary/ Wage desired: _____	

Personal Information

Have you ever applied to Kelly Paper Company or Spicers Paper, Inc.?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when: _____		Date
Have you ever worked for Kelly Paper Company or Spicers Paper, Inc.?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, state name(s) and position held. _____		Date Position
Do you have any friends or relatives working for Kelly Paper Company or Spicers Paper, Inc.?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, state name(s) and relationship: _____		Name Relationship
_____		Name Relationship
Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)		<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country for any employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, describe the functions that cannot be performed. _____		

Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, drug screen, employment background check, and skill and agility tests.		

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Education, Training and Experience

EDUCATION	High	College/University	Graduate/Professional
School Name			
Street Address			
City, State, Zip			
Years Completed (circle)	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Describe Course of Study or Major			
Describe Specialized Training, Military Experience, Skills and Extra-Curricular Activities			
List software packages and programs you are able to use proficiently:			
Please list additional experience, training, qualifications or skills which make you especially suited for work at Kelly Paper Company.:			

List below all present and past employment starting with your most recent employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer

Type of Business

Telephone No.

Address

Dates of Employment:

Your Supervisor's Name

From

To

Your Position and Duties:

Reason for Leaving: Laid Off Resigned Discharged Explain:

May we contact this employer for a reference? Yes No

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Name of Employer

Type of Business

Telephone No.

Address

Dates of Employment: _____

Your Supervisor's Name: _____

From

To

Your Position and Duties: _____

Reason for Leaving: Laid Off Resigned Discharged Explain: _____May we contact this employer for a reference? Yes No

Name of Employer

Type of Business

Telephone No.

Address

Dates of Employment: _____

Your Supervisor's Name _____

From

To

Your Position and Duties: _____

Reason for Leaving: Laid Off Resigned Discharged Explain: _____May we contact this employer for a reference? Yes No

Note: Attach additional page(s) if necessary.**Professional References**

List below two persons not related to you who have knowledge of your work performance.

First Name_____
Last Name_____
Home_____
Telephone No_____
Address & Street (Optional)_____
City_____
Work_____
Telephone No_____
State_____
Zip_____
Occupation & Company Name_____
No. of Years Acquainted

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Professional References continued

_____ First Name	_____ Last Name	_____ Home	_____ Telephone No
_____ Address & Street (Optional)	_____ City	_____ Work	_____ Telephone No
_____ State	_____ Zip	_____ Occupation & Company Name	_____ No. of Years Acquainted

Please Read Carefully, Initial Each Paragraph, and Sign Below:

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between the company and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

Initials I hereby acknowledge that should an offer of employment be made it is a conditional offer contingent upon the passing a pre-employment physical, which includes a drug test. I further acknowledge that if employed by Kelly Paper Company, drug tests may be required in the event of a work-related accident.

Initials I hereby acknowledge that, if hired, I may be required to sign a company arbitration agreement.

Initials I hereby acknowledge that if I become employed, in consideration of my employment, I understand that I must comply with the rules, regulations, policies and procedures of the Company.

Initials Disclosure of Non-competition, Non-disclosure and Non-solicitation

Initials Please check the item that applies to you.

_____ I am not bound by any agreements that would limit my ability to work for Kelly Paper, Inc.

_____ I have previously signed a non-competition, non-disclosure or non-solicitation agreement. I have attached a copy to this document for Kelly Paper Company to review.

Date

Applicant's Signature