



# EMPLOYMENT APPLICATION



**PLEASE READ:** To best utilize this forms interactive features, **1.DOWNLOAD** it to your computer, **2. FILL IT OUT** then click the **SUBMIT** button. You should be prompted to send a .PDF file attachment in an email to **careers@krbmachinery.com** (if you do choose to fill it out in a browser, when finished, instead of the SUBMIT button, click the print icon in the browser window, then print it as a .pdf file and email to **careers@krbmachinery.com**)

## PERSONAL INFORMATION

NAME (LAST, FIRST, MI)

STREET ADDRESS

CITY, STATE, ZIP

PHONE

EMAIL

SOCIAL SECURITY #

DRIVER LICENSE # (IF JOB REQUIRES DRIVING)

## EMPLOYMENT DESIRED

POSITION APPLIED FOR

HOW DID YOU HEAR ABOUT THIS POSITION?

DATE AVAILABLE FOR WORK

DESIRED HOURS (FULL TIME, PART TIME, ETC.)

## EDUCATION

	SCHOOL NAME	COURSE OF STUDY	YEARS OF STUDY	DEGREE / DIPLOMA
HIGH SCHOOL				
UNDERGRADUATE				
GRADUATE				
OTHER (SPECIFY)				

LIST ANY SEMINARS, CERTIFICATIONS, OR OTHER RELEVANT EDUCATION

### EMPLOYMENT HISTORY

PLEASE LIST ALL EMPLOYERS FROM WHICH YOU HAVE RECEIVED PAY, INCLUDING SELF-EMPLOYMENT, IN THE PAST 10 YEARS. LIST ALL EMPLOYERS, INCLUDING AGENCY EMPLOYERS, FROM WHICH YOU HAVE RECEIVED PAY IN THE PAST 10 YEARS.

ARE YOU CURRENTLY EMPLOYED BY ANY OF THE ABOVE EMPLOYERS?

YES NO N/A

EMPLOYER 1 NAME START DATE END DATE ESSENTIAL JOB FUNCTIONS

EMPLOYER 1 ADDRESS START SALARY END SALARY

EMPLOYER 1 PHONE SUPERVISOR SUPERVISOR EMAIL

REASON FOR LEAVING

WHAT VALUE DID YOU ADD TO THIS COMPANY OR ITS CUSTOMERS?

EMPLOYER 2 NAME START DATE END DATE ESSENTIAL JOB FUNCTIONS

EMPLOYER 2 ADDRESS START SALARY END SALARY

EMPLOYER 2 PHONE SUPERVISOR SUPERVISOR EMAIL

REASON FOR LEAVING

WHAT VALUE DID YOU ADD TO THIS COMPANY OR ITS CUSTOMERS?

SALARY

## EMPLOYMENT HISTORY

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EMPLOYER 3 NAME	START DATE	END DATE	ESSENTIAL JOB FUNCTIONS
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EMPLQ ER 3 ADDRESS	START SALARY	END SALARY	
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EMPLQ ER 3 PHONE	SUPERVISOR	SUPERVISOR EMAIL	
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REASON FOR LEAVING

HAT VALUE DID YOU ADD TO THIS COMPANY OR ITS CUSTOMERS?

EMPLOYER 4 NAME	START DATE	END DATE	ESSENTIAL JOB FUNCTIONS
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EMPLQ ER 4 ADDRESS	START SALARY	END SALARY	
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EMPLQ ER 4 PHONE	SUPERVISOR	SUPERVISOR EMAIL	
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REASON FOR LEAVING

HAT VALUE DID YOU ADD TO THIS COMPANY OR ITS CUSTOMERS?

### ADDITIONAL INFORMATION

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PLEASE USE THIS SECTION TO PROVIDE ADDITIONAL INFORMATION THAT MAY BE USEFUL TO US IN EVALUATING YOUR QUALIFICATIONS FOR THIS POSITION.

LIST ANY LANGUAGES OTHER THAN ENGLISH THAT YOU CAN SPEAK, READ OR WRITE. FILL IN BELOW.

	FLUENT	ADVANCED	FAIR
SPEAK			
READ			
WRITE			

IDENTIFY FORMAL JOB TRAINING THAT RELATES TO THIS POSITION.

IDENTIFY WHAT SKILLS OR CERTIFICATIONS YOU POSSESS RELATED TO THIS POSITION.

IF YOU ARE HIRED, WHAT VALUE WOULD YOU ADD TO OUR COMPANY?

DESCRIBE WHAT YOU BELIEVE IS YOUR GREATEST ACCOMPLISHMENT OF YOUR WORK HISTORY.

## ADDITIONAL INFORMATION

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## REFERENCES

LIST BELOW THREE PERSONS NOT RELATED TO YOU WHO HAVE KNOWLEDGE OF YOUR WORK PERFORMANCE WITHIN THE LAST 5 YEARS

### REFERENCE 1 NAME

COMPANY NAME REFERENCE TITLE

COMPANY ADDRESS

PHONE

EMAIL

RELATIONSHIP

YEARS ACQUAINTED

### REFERENCE 2 NAME

COMPANY NAME REFERENCE TITLE

COMPANY ADDRESS

PHONE

EMAIL

RELATIONSHIP

YEARS ACQUAINTED

### REFERENCE 3 NAME

COMPANY NAME REFERENCE TITLE

COMPANY ADDRESS

PHONE

EMAIL

RELATIONSHIP

YEARS ACQUAINTED

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EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Company is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, sex, religion, national origin, age, marital status, or physical or mental disability. Company is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, sex, religion, national origin, age, marital status, or physical or mental disability.

DISCRIMINATION AND SEXUAL HARASSMENT POLICY STATEMENT

Company is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, sex, religion, national origin, age, marital status, or physical or mental disability. Company is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, sex, religion, national origin, age, marital status, or physical or mental disability.

DISCLOSURE TO APPLICANTS CONCERNING DRUG/ALCOHOL TESTING

Company is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, sex, religion, national origin, age, marital status, or physical or mental disability. Company is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, sex, religion, national origin, age, marital status, or physical or mental disability.

COMPLETE AND ACCURATE INFORMATION

Company is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, sex, religion, national origin, age, marital status, or physical or mental disability. Company is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, sex, religion, national origin, age, marital status, or physical or mental disability.

ANTI-DISCRIMINATION EMPLOYMENT

Company is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, sex, religion, national origin, age, marital status, or physical or mental disability. Company is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, sex, religion, national origin, age, marital status, or physical or mental disability.

TESTING AUTHORIZATION

Company is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, sex, religion, national origin, age, marital status, or physical or mental disability. Company is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, sex, religion, national origin, age, marital status, or physical or mental disability.

INVESTIGATION AUTHORIZATION

Company is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, sex, religion, national origin, age, marital status, or physical or mental disability. Company is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, sex, religion, national origin, age, marital status, or physical or mental disability.

COMPANY OBLIGATION

Company is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, sex, religion, national origin, age, marital status, or physical or mental disability. Company is committed to providing equal employment opportunities to all qualified applicants without regard to race, color, sex, religion, national origin, age, marital status, or physical or mental disability.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE COMPANY.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**PERSONNEL DEPARTMENT USE ONLY**

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**INTERVIEW CHECKLIST**

APPLICATION REVIEWED ON \_\_\_\_\_ BY \_\_\_\_\_

DENIAL LETTER SENT \_\_\_\_\_ INTERVIEW LETTER SENT \_\_\_\_\_

INTERVIEW SCHEDULED FOR \_\_\_\_\_

**ADDITIONAL NOTES**

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