



**K.G. STEVENS**

TRANSFORMING THE COMMON PLACE

# Application for Employment

We sincerely appreciate your interest in employment with **K. G. STEVENS. (KGS)** and assure you that we are interested in your qualifications. To give us a clear understanding of your background and work history, we ask that you fill in **all** information requested. This greatly helps us in our screening process and enables us to place candidates in positions that best meet their qualifications and our needs. **(A résumé does not replace the requirement to have this form completed. However, it may be included). Incomplete applications will not be considered. Applications are considered active for 90 days for position applied for.** If you need any assistance in the completion of this form or in our application process, please ask and we will be glad to help you.

### PLEASE PRINT

Last Name		First Name		Middle Name	Date of Application
Address	Number	Street	City	State	Zip code
Telephone Number(s)		Home: _____		Cell Phone: _____	
Work: (optional) _____		May we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>			
State age if Under 18:	When is the best time To contact you?		Position you are applying for:		
Is this in response to an advertised position? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you currently employed? Yes <input type="checkbox"/> No <input type="checkbox"/>		Work Status Preference: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>	
				Shift Preference In Order of Preference - List: ____ 1 <sup>st</sup> Shift ____ 2 <sup>nd</sup> Shift ____ 3 <sup>rd</sup> Shift	
If offered employment, when would be able to start? Mo. ____ / date ____ / Yr. _____			Rate/Range of pay desired: _____ / hr or _____ yr.		
Have you ever been employed with us? Yes <input type="checkbox"/> No <input type="checkbox"/>			If yes, position(s) held and approximate dates worked:		
Have you ever applied with us before? Yes <input type="checkbox"/> No <input type="checkbox"/>			If yes, please give date(s) and position(s) applied for.		
Do you have any relative(s) currently working for us? Yes <input type="checkbox"/> No <input type="checkbox"/>			If yes, what is (are) their relationship(s) to you?		
Do you have reliable transportation to work? Yes <input type="checkbox"/> No <input type="checkbox"/>			Are you on lay-off and/or subject to recall? Yes <input type="checkbox"/> No <input type="checkbox"/>		
*Can you prove such status, if offered employment? Yes <input type="checkbox"/> No <input type="checkbox"/>		*May you lawfully work in these United States? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, and/or unsure, please explain:			
Are there any work hour and/or overtime considerations that may limit your availability for work or overtime? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe: (Note: We will make reasonable accommodations regarding such conditions as required by law)					
_____					
Have you been convicted of a crime, which has not been removed from your record, or have an arrest with a pending conviction? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, state date, place, and nature of conviction. * _____					
_____					
* Note: A criminal record does not constitute an automatic bar to employment. It will be considered only as it relates to the job for which you are applying.					
Have you ever been terminated, discharged or asked to resign from any position? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain.					
_____					
Please state any other last name(s) you may have been employed under: _____					

(Please continue on next page)

## WORK/PROFESSIONAL EXPERIENCE

Start with your present or last job and leave no gaps showing immediate prior employment regardless of length of employment.

<b>Employer</b>	<b>Dates Employed</b>		<b>Work Performed</b>
	From	To	
<b>Address</b>			
	<b>Hourly Rate / Salary</b>		
<b>Telephone Number (s)</b>	<b>Starting</b>	<b>Final</b>	
<b>Starting / Present Job Title</b>			
<b>Supervisor</b>	<b>May We Contact?    Yes <input type="checkbox"/>    No <input type="checkbox"/></b>		
<b>Reason for Leaving</b>			

<b>Employer</b>	<b>Dates Employed</b>		<b>Work Performed</b>
	From	To	
<b>Address</b>			
	<b>Hourly Rate / Salary</b>		
<b>Telephone Number (s)</b>	<b>Starting</b>	<b>Final</b>	
<b>Starting / Present Job Title</b>			
<b>Supervisor</b>	<b>May We Contact?    Yes <input type="checkbox"/>    No <input type="checkbox"/></b>		
<b>Reason for Leaving</b>			

<b>Employer</b>	<b>Dates Employed</b>		<b>Work Performed</b>
	From	To	
<b>Address</b>			
	<b>Hourly Rate / Salary</b>		
<b>Telephone Number (s)</b>	<b>Starting</b>	<b>Final</b>	
<b>Starting / Present Job Title</b>			
<b>Supervisor</b>	<b>May We Contact?    Yes <input type="checkbox"/>    No <input type="checkbox"/></b>		
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	From	To	
<b>Address</b>			
	<b>Hourly Rate / Salary</b>		
<b>Telephone Number (s)</b>	<b>Starting</b>	<b>Final</b>	
<b>Starting / Present Job Title</b>			
<b>Supervisor</b>	<b>May We Contact?    Yes <input type="checkbox"/>    No <input type="checkbox"/></b>		
<b>Reason for Leaving</b>			

If you answered 'no' for contacting any previous employer, please explain below.

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**References**

Please list 3 **(E)** Employment references (preferably supervisory) and one **(P)** Personal reference. Do not include family members.

<b>(E)</b>	<i>Name of Person</i>	<i>Name of Business</i>	<i>Relationship</i>
	<i>Address</i>	<i>City, State, Zip</i>	<i>Phone</i>
<b>(E)</b>	<i>Name of Person</i>	<i>Name of Business</i>	<i>Relationship</i>
	<i>Address</i>	<i>City, State, Zip</i>	<i>Phone</i>
<b>(E)</b>	<i>Name of Person</i>	<i>Name of Business</i>	<i>Relationship</i>
	<i>Address</i>	<i>City, State, Zip</i>	<i>Phone</i>
<b>(P)</b>	<i>Name</i>	<i>Address</i>	<i>Phone</i>
	<i>Relationship</i>	<i>City, State, Zip</i>	

**General Position Specific: Qualifications / Skills / Certifications, etc.**

Please list the qualifications, experiences, licenses, certification, etc. that you feel especially qualify you for this position.


**Education**

Please circle highest grade completed: <b>1 2 3 4 5 6 7 8 9 10 11 12</b>	<input type="checkbox"/> Diploma <input type="checkbox"/> GED	Post high School <b>1 2 3 4 5 6 +</b>
Name of last school attended:	Location:	
Most current degree achieved:	Where obtained:	

