

# Application For Employment

# KOCH TENN., INC

A Div. of Koch & Co., INC

1701 Needmore Road Whitesburg, TN 37891 TOLL: (800) 540-5624

FAX: (785)336-2638 E-MAIL: hr@kochandco.com

**We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion or national origin.**

**(PLEASE PRINT)**

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)				E-mail:	
Home Phone:		Cell Phone:			

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes  No

Have you ever filed an application with us before?

Yes  No

If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?

Yes  No

If Yes, give date \_\_\_\_\_

Are you currently employed?

Yes  No

May we contact your present employer?

Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes  No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  
 1<sup>ST</sup> Shift  2<sup>nd</sup> Shift

Temporary

Are you currently on "lay-off" status and subject to recall?

Yes  No

Have you been convicted of a felony within the last 7 years?

Yes  No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain \_\_\_\_\_

Referred By \_\_\_\_\_

**Pre-Employment Drug Testing Required**

# Education

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	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills, and extra curricular activities.

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## References

1.	_____ (_____) _____ (Phone #)
	_____ (Address)
2.	_____ (_____) _____ (Phone #)
	_____ (Address)
3.	_____ (_____) _____ (Phone #)
	_____ (Address)

# Employment Experience - List below last four employers, starting with last one first

1.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly rate/salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

2.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly rate/salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

3.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly rate/salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

4.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly rate/salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

# **Applicant's Statement**

I hereby certify that all information I have provided is true, complete, and correct to the best of my knowledge and that any false or misleading information provided during the application or interview process may result in my immediate elimination for consideration for employment or discharge (if hired), regardless of when discovered.

I expressly authorize, without reservation, Koch & Co., Inc., its representatives, employees or agents to contact and obtain information from all references (personal and professional), employees, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding employer, its agents, employees or representatives, for seeking, gathering and utilizing information in the employment decision process.

I hereby authorize all references (personal and professional), employers, public agencies, licensing authorities and education institutions to release any and all information requested by Koch & Co., Inc., its representatives, employees or agents, regarding my previous employment, education and job-related activities, whatever they may be.

Additionally, I hereby authorize Koch & Co., Inc. to supply my employment record, in its sole discretion, in whole or in part to any prospective employer, government agency, or other party, that Koch & Co., Inc. deems appropriate.

I understand that Koch & Co., Inc. does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not received correspondence from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I certify that I have read, fully understood and accept all terms of the foregoing "Applicant's Statement".

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

