

<b>K&amp;B MACHINE</b>  <b>SUB-TIER PROCEDURE</b>	Approved By:  <i>K. Wood, Jr.</i>	Number: FT.154
		Rev: A ECN:
		Date: 11 NOV 2010
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Subject:	<b>APPLICATION FOR EMPLOYMENT</b>	

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt/Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Are you over the age of 18?  Yes  No

**GENERAL**

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, please describe: \_\_\_\_\_

**EMPLOYMENT DESEIRED**

Position: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_

Salary Desired: \_\_\_\_\_ Are you currently employed? \_\_\_\_\_

Can you perform the essential functions of the position for which you are applying?  Yes  No

Are you looking for full-time employment?  Yes  No

Are you willing to work the night shift?  Yes  No

Have you worked for K & B Machine before?  Yes  No

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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<b>EDUCATION</b>
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	Name and Location	Did you Graduate?	Major/Subject Studied
High School			
College			
Specialized Training, Trade School, etc.			
Other Education			

Please list your areas of highest proficiency, special skills, or other items that may contribute to your abilities in performing the above mentioned position.

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<b>PREVIOUS WORK EXPERIENCE</b>				
Date/Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
To				
From				
To				
From				
To				
From				
To				
From				

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**REFERENCES**

List below three persons not related to you whom you have known at least one year.

	Name	Phone	Job Position	Years Acquainted
1.				
2.				
3.				

**APPLICANT MUST READ AND SIGN**

I certify that all information provided by me on this application (and accompanying resume, if any) is true and complete to the best of my knowledge and that I have withheld nothing that if disclosed would alter the integrity of this application. I also understand that misrepresentation, false statement, or omission on this application is sufficient cause for refusal to hire or dismissal if I have been employed, no matter when discovered by the company.

It is agreed and understood that K & B Machine Works, LLC may investigate my background to ascertain any and all information contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character, and general reputation to K & B Machine Works, LLC without giving me prior notice of such disclosure. In addition, I release K & B Machine Works, LLC, any former employers, and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand that if I am offered a job with K & B Machine Works, LLC it will be conditioned on the results of a physical examination and drug test. I also understand that I will be required to attest to my identity and employment eligibility and to present documents confirming my identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

I understand and agree that nothing contained in the application or conveyed during any interviews is intended to create an employment contract. I further understand and agree that if I am hired my employment will be at-will and without fixed term and may be terminated at any time with or without cause and without prior notice, at the option of either myself or K & B Machine Works, LLC.

If hired, I agree to abide by all the rules and policies of K & B Machine Works, LLC.

I hereby acknowledge that I have read and understand the above statements.

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