

Application for Employment

Please Note: We require all applicants who are considered for a position to participate in a background check and drug screening.

PRINT ALL INFORMATION EXCEPT SIGNATURE

Date: _____

First Name: _____ Last Name: _____

Phone: (____) _____ Cell: (____) _____

Present Address: _____ City: _____ State: ____ Zip: _____

How long have you lived at this address: ____ years ____ months

If Less than 3 years:

Previous Address: _____ City: _____ State: ____ Zip: _____

Are you over 18 Yes No, If not please state age: _____

Driver's Record:

Do you have a Driver's License: Yes No DL Number: _____ State: _____

Expiration Date: _____ Type: Operator Commercial (CDL) Chauffeur

Have you had any accidents during the past 3 years? Yes; How Many _____ No

Have you had any traffic citations in the past 3 years? Yes; How Many _____ No

Employment Desired (*check all that apply*): Full Time Part Time Temporary

Position applying for and salary or wage (*please be specific*)

1. _____ \$ _____ Hr. Week Month Year

How many hours a week can you work: _____ Can you work nights Yes No

If hired, when can you begin? _____ Can you work weekends Yes No

Education History

Type of School	Name of School	Location City/State	Number of Years Completed	Year Graduated	Major & Degree
High School					
College					

Skills

Typing	<input type="checkbox"/> Yes	WPM:	<input type="checkbox"/> No	InDesign	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10 Key	<input type="checkbox"/> Yes		<input type="checkbox"/> No	Illustrator	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PC Computer	<input type="checkbox"/> Yes		<input type="checkbox"/> No	Photoshop	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Microsoft Word	<input type="checkbox"/> Yes		<input type="checkbox"/> No	Adobe Acrobat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Microsoft Excel	<input type="checkbox"/> Yes		<input type="checkbox"/> No	Dreamweaver	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Microsoft Outlook	<input type="checkbox"/> Yes		<input type="checkbox"/> No	Content Mgt. System	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Microsoft Power Point	<input type="checkbox"/> Yes		<input type="checkbox"/> No	Emma Email Marketing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Microsoft Access	<input type="checkbox"/> Yes		<input type="checkbox"/> No	Constant Contact	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Microsoft SQL	<input type="checkbox"/> Yes		<input type="checkbox"/> No	Other _____		
Web Page Dev w/asp	<input type="checkbox"/> Yes		<input type="checkbox"/> No	Other _____		
Internet Explorer	<input type="checkbox"/> Yes		<input type="checkbox"/> No	Other _____		
QuickBooks	<input type="checkbox"/> Yes		<input type="checkbox"/> No	Other _____		
Mac Computer	<input type="checkbox"/> Yes		<input type="checkbox"/> No	Other _____		

Have you ever been fired from a job? Yes No; If yes please explain circumstances: _____

Have you ever been convicted of a felony or misdemeanor? Yes No

If the answer is yes: I have filled out the Conviction Questionnaire Yes No

Employment History & Work Experience

Please list your work experience for the **past 5 years** beginning with your most recent job held. If self employed, provide the firm name. **Attach additional sheets as necessary.**

Employer:			Last Position held:		
Address			Start Date	Start Pay/Salary	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
City	State	Zip	End Date	End Pay/Salary	
Phone	Supervisor's Name		Supervisor's Title/Position		
Reason for leaving (be specific)					
List jobs you held, duties performed, skills learned and used and advancements or promotions you received while you worked at this company.					

Employer:			Last Position held:		
Address			Start Date	Start Pay/Salary	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
City	State	Zip	End Date	End Pay/Salary	
Phone	Supervisor's Name		Supervisor's Title/Position		
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Employer:			Last Position held:		
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City	State	Zip	End Date	End Pay/Salary	
Phone	Supervisor's Name		Supervisor's Title/Position		
Reason for leaving (be specific)					
List jobs you held, duties performed, skills learned and used and advancements or promotions you received while you worked at this company.					

Employer:			Last Position held:		
Address			Start Date	Start Pay/Salary	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
City	State	Zip	End Date	End Pay/Salary	
Phone	Supervisor's Name		Supervisor's Title/Position		
Reason for leaving (be specific)					
List jobs you held, duties performed, skills learned and used and advancements or promotions you received while you worked at this company.					

References

Please list three references that we may contact that are not relatives.

Name		Phone	
Position		Company	
Address	City	State	Zip

Name		Phone	
Position		Company	
Address	City	State	Zip

Name		Phone	
Position		Company	
Address	City	State	Zip

If hired, can you provide proof of employment eligibility to work in the United States? Yes No

Please use the remainder of this page and the back if necessary to add or summarize any additional information that you feel we should consider in our hiring decision.

Please Read Carefully

Acceptance of Terms to Apply for Position

The acceptance of this application shall not be construed as an offer of employment, nor shall it entitle the applicant to any benefit from the company except that the company may review the application for consideration of hiring decisions of positions that are open at the time and date of application. K Strategies Group, here in referred to as the "Company" is not required to retain this application for any length of time past its initial review.

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or any other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Company, or otherwise to change in any respect the employment at will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President of the Company.

If any employment relationship is entered into: the undersigned and the Company may end that relationship at any time, without specified notice or reason. The Company may unilaterally change or revise benefits, policies and procedures and such changes may include a reduction in benefits and compensation.

Understand of Verification of Facts

As part of the application process, the Company may conduct an investigation of all statements contained in this application. The misrepresentation or intentional omission of facts in this application may result in refusal to hire or subsequent termination if discovered after hire. Your signature below acknowledges that the Company may contact schools, previous employers (unless otherwise noted), references and others, and hereby releases the Company from any liability as result of such contact.

Understanding of Drug Policy

The Company is a Drug Free Workplace in accordance with the Drug Free Workplace Act 1998. You should be aware that:

1. The Company has a drug and alcohol policy that requires pre-employment testing as well as testing after employment;
2. Consent to and compliance with such policy is a condition of employment; and
3. Continued employment (if obtained) is based on successful passing of testing under such policy.

Employment may be based on successfully passing job related physical examinations.

Understanding Background Check

As a part of the application process, the Company may request from a consumer reporting agency an investigative consumer report including information as to your credit records, character, general reputation, person characteristics, and mode of living. Written authorization to release this information will be required before the Company will consider your application for employment.

Understanding Confidentiality and Non-Competition

If you are granted an interview, you may be required to sign a nondisclosure agreement prohibiting disclosure of confidential Company information learned through your interview and which provides for liquidated and/or compensatory damages for a violation.

If you are offered a position with KSG, you will be required to sign a non-compete agreement. This agreement will prohibit certain forms of competition with the Company for up to one (1) year and may limit the positions you can accept from subsequent employers.

Understanding of Introductory Period

If you are hired by the Company; such employment shall be introductory for a period of 90 days, and at any time during the introductory period or thereafter, your employment with the Company is terminable at will for any reason by either you or the Company.

My signature affirms that I have read, understand and agree to the terms of this application.

Signature of Applicant: _____ Date: _____

K Strategies Group, LLC is an Equal Opportunity Employer.
We make employment decisions without regard to race, color, religion, national origin, gender, sexual orientation, age, disability or any other class protected by law.
Your opportunity for employment with our Company depends solely on your qualifications.

Thank you for completing this application and your interest in K Strategies Group LLC