

KINYO VIRGINIA INC.



Employment Application (04/2010)
AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT INFORMATION				
Last Name		First		M.I.
Street Address		Apartment/Unit #		
City		State		ZIP
Phone		E-mail Address		
Date Available	Shift Preference		1 st 3 rd	2 nd Desired Salary
Position Applied for				
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

Answering "yes" to the above question does not constitute an automatic bar to employment.

Referral Source:	Walk-in	Advertisement	Company Website	Staffing Agency	School	Job Fair
Employee Referral (Please list the employee's name):						

EDUCATION				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Please explain any gaps in employment:

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

WORK RELATED QUESTIONS

Are you able to work overtime? Yes No Can you meet the essential functions of the position? Yes No

Summarize any Additional Skills and Qualifications:

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand that this employer does not unlawfully discriminate in employment and no questions on this application is used for the purpose of limiting or eliminating any application from consideration for employment on any basis prohibited by applicable local, state or federal law.

If hired, I understand that I am free to resign at any time with our without cause with or without prior noticed, and the employer reserves the same right. This application does not constitute an agreement or contract for employment. If hired, I understand that false or misleading information in my application or interview may result in my release.

Signature _____ Date _____