

# Application for Employment

## Kaufmann's Overhead Door & Awning Inc.

133 Barnett Lane ~ Bozeman, MT 59715

*Please Print*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

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

### Personal

Are you looking for full time or part time? \_\_\_\_\_

Date available to start work? \_\_\_\_\_

Rate of pay expected? \_\_\_\_\_

What skills, capabilities and experience do you possess to qualify you for the position applied for?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can you lift 25 to 75 pounds? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ Please List State and Number: \_\_\_\_\_

Do you have any violations that would hinder your ability to operate a company vehicle? (Please list)

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Have you ever been convicted of a misdemeanor or felony? If So, Please Explain.

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## Education

Type of Education	Highest Grade Level/Degree Achieved	Specialization
High School		
University / Trade School		
Post Graduate		
Other (Specify)		

Detail any correspondence, night or special courses: \_\_\_\_\_

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Academic awards & Scholarships: \_\_\_\_\_

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## Additional Details/Experience etc.

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## Employment History

### 1. Current or last position

Title \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Employer \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Type of business \_\_\_\_\_

Duties and responsibilities \_\_\_\_\_

Salary at leaving \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

### 2. Current or last position

Title \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Employer \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Type of business \_\_\_\_\_

Duties and responsibilities \_\_\_\_\_

Salary at leaving \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

3. Current or last position

Title \_\_\_\_\_

From \_\_\_\_\_ To

\_\_\_\_\_

Employer \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Type of business \_\_\_\_\_

Duties and responsibilities \_\_\_\_\_

Salary at leaving \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

4. Current or last position

Title \_\_\_\_\_

From \_\_\_\_\_ To

\_\_\_\_\_

Employer \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Type of business \_\_\_\_\_

Duties and responsibilities \_\_\_\_\_

Salary at leaving \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

## Personal References

\*\*List personal references other than relatives, former employers, or Priests or Pastors of Religion.

Name	Phone Numbers	Occupation / Relation

May we contact the above references? \_\_\_\_\_

I certify that the answers given by me to the above questions are to the best of my knowledge and belief true and correct and that I have not knowingly withheld any pertinent fact of circumstances. I understand that, if employed, falsified statements on this application will be considered sufficient cause for termination or the denial of an offer of employment. I understand that it is clear that employment is for no specific duration, and can be terminated at any time for any reason or no reason by both employer and employee.

I further understand that any offer of employment is made subject to the completion of any formal employee agreements and, if requested, a satisfactory medical examination and/or satisfactory insurance check.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date