



APPLICATION FOR EMPLOYMENT
 (Pre-Employment Questionnaire) (An Equal Opportunity Employer)

PERSONAL INFORMATION

DATE

NAME

LAST FIRST MIDDLE

PRESENT ADDRESS

STREET CITY STATE ZIP

CELL NO.

PHONE NO.

ARE YOU 18 YEARS OR OLDER? Yes No

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED
 IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?

Yes No

EMPLOYMENT DESIRED

POSITION

DATE YOU
CAN START

ARE YOU EMPLOYED NOW?

IF SO MAY WE INQUIRE
OF YOUR PRESENT EMPLOYER?

EVER APPLIED TO THIS COMPANY BEFORE?

WHERE? WHEN?

REFERRED BY

EDUCATION	NAME AND LOCATION OF SCHOOL	Number of years attended (K-6/7-12)	*DID YOU GRADUATE? Y/N Year	SUBJECTS STUDIED
Elementary SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	POSITION	REASON FOR LEAVING
FROM			
TO			
FROM			
TO			
FROM			
TO			
FROM			
TO			

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

In the past five years have you received any citations for any type of traffic violation? NO YES
(If yes we may call you to discuss)

Have you ever been convicted of a felony or misdemeanor for which the record has not been sealed or expunged?
 NO YES
(If yes we may call you to discuss)

ADDITIONAL INFORMATION – Please select any of the following in which you have experience.

- | OFFICE | Production Line/Assembly Work | Sales and Marketing |
|---|--|---|
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Helper/Assistant | <input type="checkbox"/> Sales, Mrktg, Office |
| <input type="checkbox"/> Bookkeeper | <input type="checkbox"/> Wire Harness Crimping and Termination | <input type="checkbox"/> Telephone Sales & Follow up |
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> Quality Control | <input type="checkbox"/> Sales experience on the road |
| <input type="checkbox"/> Accounts Payable | <input type="checkbox"/> Inventory Control | <input type="checkbox"/> Trade Show and Booth Sales |
| <input type="checkbox"/> Payroll Clerk | <input type="checkbox"/> Small Parts | <input type="checkbox"/> Marketing experience |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Boxing/Packaging Parts | |
| <input type="checkbox"/> Cashier | <input type="checkbox"/> Shipping/Receiving | |
| <input type="checkbox"/> Sales Order Entry & Follow-through | <input type="checkbox"/> Printed Circuit Board Soldering | |
| | <input type="checkbox"/> Shop Foreman/ Lead Person | |
| | <input type="checkbox"/> Assembly/ Technician | |

EQUAL OPPORTUNITY

We do not discriminate against persons because of the country they come from, the language they speak, their race, color, creed, age, sex, marital status or handicap that is unrelated to one's ability to perform the job. We are firmly committed to providing a professional work environment free from discrimination and inappropriate behavior. Such acts will not be tolerated at KZCO. All employees have the responsibility and obligation to notify management immediately should they become aware of activity inconsistent with this policy.

AT-WILL EMPLOYEMENT

This employment relation between KZCO and its employee is based on the premise that the employee has the right to terminate his or her employment at any time for any reason, and KZCO has a right to terminate an employee's employment at any time. No statements, written or verbal, are intended to limit either party's right to terminate the employment relationship at any time for any reason.

WE ARE A DRUG FREE WORKFORCE

Our Company strives to provide a drug free environment. All job applicants will be required to submit to, and pass a drug screen before hiring is final.

POLICY: KZCO, Inc. desires to provide a drug free work environment for all its employees. Therefore, it will be against company policy to illegally manufacture, distribute, solicit, sell, dispense, possess, or use a controlled substance in any of our facilities or by any employee when on company business or when driving company automobiles or when operating company equipment.

Action will be taken against any employee that has violated this policy. Action may include a verbal reprimand, counseling, written reprimand, "for-cause" substance abuse testing, requirement for employee to enter a drug treatment program, or termination of employment.

Post-accident substance abuse testing will be required of any Employee that:

- A.) Is injured in an accident on the job if medical treatment is necessary and this treatment costs more than \$250.00.
- B.) Is involved in an accident that results in damage to company property if that damage results in repairs that cost more than \$500.00.

"For-cause" substance abuse testing may be ordered on any employee That is observed using alcohol or an illegal substance in the workplace or on any employee that exhibits impaired behavior during job performance.

It is the desire of the owners of KZCO, Inc. to assist any employee that admits to drug abuse and seeks assistance in overcoming a drug abuse problem. However, because of the nature of manufacturing, and the importance of employee's ability to function in an unimpaired manner, Management will insist on adherence to a strict non-use policy in order to continue employment with this company.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF NINETY (90) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED AND REFERENCES LISTED.

DATE

SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY:

DATE:

REMARKS:

NEATNESS

ABILITY

HIRED: Yes No

POSITION

DEPT.

SALARY/WAGE

DATE REPORTING TO WORK

APPROVED:

1.

2.

MANAGER

GENERAL MANAGER

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination