

Employment Application



An Equal Opportunity Employer

Kvjewels, Inc. observes all Federal and State regulations related to discrimination in employment. Please read the entire Employment Application form before you begin filling it out. Answers should be typed, printed, or carefully written in ink so that they are clear and readable. Please answer all questions indicating "None" or "N/A" where applicable. Resumes will not be acceptable in lieu of any information required on this application form. This employment application must be filled out completely before any offer of employment can be considered.

PERSONAL DATA

Last Name:		First Name:		Middle Name:	Other Last Name(s) by which you have been known?:	
Address:		City:	State:	Zip:	Telephone (area code):	
Mailing Address (if different than above):		City:	State:	Zip:	Telephone (area code):	
E-mail Address:			Are you under 18?: <input type="radio"/> Yes <input type="radio"/> No		How were you referred to Kvjewels, Inc.?:	
Have you previously worked for KVJ?: <input type="radio"/> Yes <input type="radio"/> No		If Yes, Department/Location:		From (Mo./Yr.):	To (Mo./Yr.):	
List Below, the names of any individual employed by Kvjewels who know you: Name: _____ Name: _____				Department: _____ Department: _____		
Position desired:		Minimum salary required:	Shift desired:		Date available to start work:	
Employment status preferred (check all that apply): <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal			Are you legally eligible for employment in the United States?: <input type="radio"/> Yes <input type="radio"/> No Are you able to meet the attendance requirements of the position?: <input type="radio"/> Yes <input type="radio"/> No			
Person to Notify in case of Emergency:		Address:			Telephone (area code):	

TRAINING AND EDUCATION

High School attended:		Did you Graduate?: <input type="radio"/> Yes <input type="radio"/> No		If No, highest grade completed: <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12	
Address:		City:	State:	Zip:	Telephone (area code):
U.S. Military School (name):	Location:	Course of study:		From (Mo./Yr.):	To (Mo./Yr.):
Apprentice, Business or Technical Schools (name):	Location:	Course of study:		From (Mo./Yr.):	To (Mo./Yr.):
List Licenses held (Professional, Engineer, Electrician, CPA, etc.):					

COLLEGES ATTENDED

College or University (name & location)	Dates		Field of Specialization	Degree Conferred	
	From	To		Title	Date (Mo./Yr.)
Scholastic Honors:		Honor Societies:		Extra Curricular Activities:	
List Professional organizations to which you belong (not those denoting race, religion, national origin, color, ancestry, health):					
1)		2)		3)	
Indicate Principal hobbies:					
1)		2)		3)	

U.S. MILITARY

Branch of Service:	From (Mo./Yr.):	To (Mo./Yr.):	Separation: <input type="radio"/> Discharge <input type="radio"/> Retired	Highest Rank:
Check appropriate box if you are a member of: <input type="checkbox"/> National Guard <input type="checkbox"/> Ready Reserve <input type="checkbox"/> Standby Reserve	Branch of Service:		Rank:	Unit:

EXPERIENCE

Beginning with your most recent, provide the following information of your past and current employers, assignments or volunteer activities, for the last 10 years. Explain any gaps in employment in comments section of this form.

Employer:	From (Mo./Yr.):	To (Mo./Yr.):	Starting Base Pay:	Current Base Pay:	Other Compensation:
Address:	City:	State:	Zip:	Telephone (area code):	
Name of Supervisor :	Title:		Position:	May we contact this employer?: <input type="radio"/> Yes <input type="radio"/> No	
Description of Duties : _____ _____ _____					
Reason for Leaving : _____ _____					

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Address:	City:	State:	Zip:	Telephone (area code):	
Name of Supervisor :	Title:		Position:	May we contact this employer?: <input type="radio"/> Yes <input type="radio"/> No	
Description of Duties : _____ _____ _____					
Reason for Leaving : _____ _____					

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Address:	City:	State:	Zip:	Telephone (area code):	
Name of Supervisor :	Title:		Position:	May we contact this employer?: <input type="radio"/> Yes <input type="radio"/> No	
Description of Duties : _____ _____ _____					
Reason for Leaving : _____ _____					

MISCELLANEOUS

If you have a sealed record or a youthful offender adjudication on file with the commissioner of probation with respect to certain offenses, you may disregard such offenses in answering these questions. Answers to these questions does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. Kvjewels does require a police reference check as a condition of consideration for employment.

1. Have you ever been convicted of a felony? ☐ Yes ☐ No
2. Have you been convicted within five years immediately preceding the date of this application of a misdemeanor?
(If the conviction was the first for any of the following offenses: Drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace, you should answer "NO") ☐ Yes ☐ No
3. If you answered "YES" to question #2; Have you been convicted of any other misdemeanor at any time? ☐ Yes ☐ No
4. Have you ever been convicted by a general court-martial? ☐ Yes ☐ No

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with Kvjewels, Inc. is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of the application or (2) immediately discharge me from KVJ's service, whenever it is discovered.

I expressly authorize, without reservation, KVJ, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agents, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding KVJ, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that Kvjewels, Inc. does not unlawfully discriminate in employment and no questions on the application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 90 days. At the conclusion of this time, if I have not heard from KVJ and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and KVJ reserves the right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract of employment for any specified period of definite duration. I understand that no supervisor or representative of Kvjewels is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the President/CEO of Kvjewels, Inc.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant

Date

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICATION STATEMENT

COMMENTS