



APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

NAME IN FULL _____ DATE OF APPLICATION _____
 LAST FIRST MIDDLE
 JOB DESIRED _____ DATE AVAILABLE _____
 TYPE EMPLOYMENT DESIRED
 FULL-TIME
 PART-TIME
 SUMMER/TEMPORARY
 HOW DID YOU HEAR ABOUT KLINKE CLEANERS?
 JOB LINE SCHOOL JOB BOARD KLINKE SIGN BOARD WALK-IN JOB FAIR
 CLASSIFIED AD _____ REFERRAL _____ OTHER _____
(name of paper) (name of person who referred)
 DID YOU WORK HERE BEFORE? _____ WHEN? _____ WHAT DEPARTMENT? _____
 DATE OF BIRTH IF UNDER 18 MO. _____ DAY _____ YEAR _____ SOCIAL SECURITY TAX NUMBER _____
 IF YOU ARE NOT A U.S. CITIZEN, DO YOU HAVE AN ENTRY PERMIT ALLOWING YOU TO WORK? _____
 PRESENT ADDRESS _____ PHONE NUMBER _____
NUMBER STREET CITY STATE ZIP
 OTHER ADDRESS OR PHONE TO REACH YOU _____

EMPLOYMENT HISTORY (LIST CURRENT OR LAST JOB FIRST, INCLUDE MILITARY SERVICE, BE COMPLETE)

	1. CURRENT OR LAST JOB	2. NEXT LAST JOB	3. NEXT LAST JOB	4. NEXT LAST JOB
DATES WORKED (INC. MO. & YEAR)				
EMPLOYER'S NAME				
EMPLOYER'S LOCATION				
NAME OF SUPERVISOR				
YOUR JOB TITLE				
DESCRIBE YOUR JOB DUTIES				
LAST SALARY	\$ PER	\$ PER	\$ PER	\$ PER

WHY DID YOU LEAVE? _____

DID YOU WORK ABOVE UNDER ANOTHER NAME? _____ IF YES, PLEASE LIST (FOR VERIFICATION)

LIST OTHER JOBS YOU HAD WHICH MAY SUPPORT YOUR APPLICATION
 MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

PLEASE TURN OVER AND COMPLETE OTHER SIDE

EDUCATION AND TRAINING				
KIND OF SCHOOL	NAME AND LOCATION OF SCHOOL	NUMBER YEARS COMPLETED	DID YOU GRADUATE?	LIST MAJORS, COURSE OF STUDY, OR BEST SUBJECT
HIGH SCHOOL			DIPLOMA _____ GED _____	
TECHNICAL VOCATIONAL	1.			
COLLEGE UNIVERSITY	2.			
BUSINESS SCHOOL	3.			
DESCRIBE OTHER TRAINING (SERVICE SCHOOLS, CORRESPONDENCE, APPRENTICESHIPS, ETC.) AND HOBBIES OR INTERESTS WHICH YOU FEEL MAY HELP YOU IN THE JOB YOU SEEK.				

MILITARY SERVICE: DATES (IF VETERAN) FROM _____ TO _____ BRANCH OF SERVICE _____

LIST MILITARY DUTIES OR TRAINING RELEVANT TO THE JOB YOU SEEK

DO YOU HAVE ANY PHYSICAL HANDICAP OR CHRONIC ILLNESS WHICH WOULD RESTRICT YOU IN DOING THE JOB YOU SEEK? YES NO
IF YES, PLEASE DESCRIBE:

HAVE YOU BEEN CONVICTED OF ANY VIOLATIONS OF LAW OTHER THAN MINOR TRAFFIC VIOLATIONS? YES NO
IF YES, PLEASE DESCRIBE: (A CRIMINAL RECORD DOES NOT AUTOMATICALLY BAR EMPLOYMENT)

WRITE HERE ANY STATEMENT YOU WISH TO MAKE TO FURTHER SUPPORT YOUR APPLICATION

READ THE FOLLOWING PARAGRAPH CAREFULLY

I HEREBY CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY WILFUL MISREPRESENTATION OF ESSENTIAL FACTS MAY BE REASON FOR DISMISSAL. I HEREBY GIVE PERMISSION TO KLINKES, TO VERIFY THIS INFORMATION. I RELEASE KLINKES AND ALL CONTACTED PERSONS FROM ALL LIABILITY THAT MAY ISSUE FROM SUCH VERIFICATION AND/OR AMPLIFICATION PROCESS.

I HAVE READ THE ABOVE PARAGRAPH AND UNDERSTAND IT

APPLICANT'S SIGNATURE _____ DATE _____

FOR COMPANY USE ONLY

REMARKS: _____

IF HIRED: DATE _____ SHIFT _____ HOURS _____ DEPT. _____

JOB TITLE: _____ SUPV. _____ BASE RATE _____

OTHER INFO: _____