



EMPLOYMENT APPLICATION

Non-discrimination Statement

Kelmann Restoration (the Company) is an equal opportunity employer. The Company will not discriminate against applicants or employees on the basis of race, color, religion/creed, national origin, age, sex, pregnancy (including childbirth or related medical condition), disability, genetic information and testing, sexual orientation, marital status, gender identity, military status or service, citizenship, use or nonuse of lawful products away from work, arrest or conviction record, or any other class protected by applicable law.

Applicant Information

Name (First Middle Last): _____ Date of Application: _____

Present Address: _____

Previous Address (If less than 10 years at current address):

Telephone Number(s): (Home) _____ (Mobile) _____

Email Address: _____

Availability

Position Applied For: _____ ☐ Full-Time -or- ☐ Part-Time

Specify Days and Hours For Which You Are Available: _____

Date Available to Begin Work: _____ Desired Salary/Wage: _____

Are you willing to relocate? ☐ Yes ☐ No

Are you willing to travel? ☐ Yes ☐ No

Work Eligibility

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Are you at least 18 years of age? ☐ Yes ☐ No

If hired, the Company will require proof of eligibility to work in the United States, as required by law.

Ability to Perform Job Duties

Are you able to perform the essential functions of the position or positions for which you are applying with or without a reasonable accommodation? ☐ Yes ☐ No

If you would like a list of job functions for the position(s) for which you have applied, please speak to the Human Resources Department.

Driving Information

Do you have a current valid driver's license? ☐ Yes ☐ No

If yes, License #: _____ State: _____ Expiration Date: _____

If you do not have a driver's license for the state in which you currently reside, why not?

Has your license ever been suspended or revoked? ☐ Yes ☐ No

If yes, explain: _____

Do you have personal automobile insurance? ☐ Yes ☐ No

If no, explain: _____

Have you ever been denied personal automobile insurance or has it ever been terminated or suspended? ☐ Yes ☐ No

If yes, explain: _____

Please list all moving traffic violations in the last five (5) years:

OFFENSE	DATE	LOCATION	COMMENTS

Past Experience with the Company

Have you ever previously applied with the Company? ☐ Yes ☐ No

If yes, specify the date(s): _____

Have you ever been previously employed by this Company? ☐ Yes ☐ No

If employed by the Company in the past, specify the date(s) and position(s) held:

Education

Name of Institution

Number of Years Attended

Degree Earned, if any

Major

Employment History

Start with your current or most recent employer. If you need additional space, please continue on a separate sheet of paper.

1. Employer: _____
- Address: _____
- Phone Number: _____
- Job Title: _____ Supervisor: _____
- Duties Performed: _____
- _____
- Duration of Employment: _____
- If this is your current employer, may we contact this employer? ☐ Yes ☐ No

2. Employer: _____
- Address: _____
- Phone Number: _____
- Job Title: _____ Supervisor: _____
- Duties Performed: _____
- _____
- Duration of Employment: _____

3. Employer: _____
- Address: _____
- Phone Number: _____
- Job Title: _____ Supervisor: _____
- Duties Performed: _____
- _____
- Duration of Employment: _____

Have you ever been terminated from a job due to misconduct or other wrongdoing? ☐ Yes ☐ No

If yes, please explain:

United States Military Experience

Please describe any job-related military training or experience in the United States Armed Forces:

Prior Name(s)

Is there information relative to your name, such as a name change or nickname used, that the Company should know to conduct check on your employment history? ☐ Yes ☐ No

If yes, please indicate any other name(s) used:

Applicant Statement

PLEASE READ CAREFULLY BEFORE SIGNING THIS STATEMENT

I authorize the Company to investigate all statements in this application and to secure any appropriate information from all of my employers and references, except as I have otherwise indicated in this application. I hereby release all of those employers and references, and the Company from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Company.

I understand that any offer of employment is contingent upon receipt of a satisfactory check of my academic credentials and employment references.

I further understand that any false or misleading statements or material omissions will be sufficient cause for rejection of my application or termination of my employment.

I understand that nothing in this employment application is intended to create an employment contract between the Company and me. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless it is made in writing and signed by a Company officer. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that the Company retains the right to terminate my employment at any time for any reason, consistent with applicable law.

I hereby acknowledge that I have read and understand this Applicant Statement.

Signature of Applicant

Date