

**KREILKAMP TRUCKING, INC.**

**EMPLOYMENT APPLICATION**

Applicant No.	_____		
EmployeeNo.	_____		
Phone	_____ Fax	_____ Email	_____
Date Employed:	_____		
Documents Received:	_____		
_____ Resume	_____ Reference Checks	_____ Interview Record	_____

This company is an equal opportunity employer and fully subscribes to the principles of Equal Employment Opportunity. It is the policy of this company to provide employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status or disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, this company intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request any needed accommodation.

**PLEASE PRINT PLAINLY - BE SURE TO SIGN THIS APPLICATION**  
*(If extra space is needed to fully answer any question please answer on a separate sheet of paper and attach your additional information to this application)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
First Middle Last

Social Security # \_\_\_\_\_ Drivers License # \_\_\_\_\_ State: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street City State Zip

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

Previous Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position(s) applied for \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_

If part time, what days and hours are you available? \_\_\_\_\_

Date available to start \_\_\_\_\_ Salary requirement \_\_\_\_\_

**PERSONAL DATA**

Do you have a legal right to be employed in the United States? \_\_\_\_\_ Yes  
(Proof Required) \_\_\_\_\_ No

Are you over the age of 18? \_\_\_\_\_ Yes \_\_\_\_\_ No

**COMPANY EXPERIENCE**

Have you ever applied for employment with us before: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when (month and year) \_\_\_\_\_

Have you been previously employed by this company? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Who referred you to this Company? \_\_\_\_\_ Our Advertisement \_\_\_\_\_ Job Service  
 \_\_\_\_\_ Employment Agency \_\_\_\_\_ Friend/Relative \_\_\_\_\_ No One

Names of friends or relatives employed by this company:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

	<u>Name and Location of School</u>	<u>No./Years Completed</u>	<u>Did you Graduate</u>	<u>Course of Study</u>	<u>Degree</u>
Elementary	_____	_____	_____	_____	_____
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

Please check the skills for which you have received training:

\_\_\_\_\_ Word Processing (WPM \_\_\_\_\_) \_\_\_\_\_ Data Entry \_\_\_\_\_ 10-Key Calculator  
 \_\_\_\_\_ Software Packages: \_\_\_\_\_  
 \_\_\_\_\_ Database: \_\_\_\_\_

List any special skills or qualifications which you feel are relevant to the job for which you are applying:

\_\_\_\_\_  
 \_\_\_\_\_

**MILITARY**

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

What were your duties \_\_\_\_\_

\_\_\_\_\_

Did you receive any specialized training? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, when was your last date of employment?

***Please give accurate and complete information about your employment history. Start with present or most recent employer.***

1. **Company Name** \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

Employed from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ Name of Supervisor \_\_\_\_\_

Hourly Pay: Start \_\_\_\_\_ Last \_\_\_\_\_

Position and Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

2. **Company Name** \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

Employed from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ Name of Supervisor \_\_\_\_\_

Hourly Pay: Start \_\_\_\_\_ Last \_\_\_\_\_

Position and Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

3. **Company Name** \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

Employed from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ Name of Supervisor \_\_\_\_\_

Hourly Pay: Start \_\_\_\_\_ Last \_\_\_\_\_

Position and Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**REFERENCES**

May we communicate with your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

List three people (no relatives) you have worked with and whom we may contact for a reference.

\_\_\_\_\_  
Name Address Phone

\_\_\_\_\_  
Name Address Phone

\_\_\_\_\_  
Name Address Phone

**BACKGROUND INVESTIGATION AUTHORIZATION FORM AND  
APPLICANT'S CERTIFICATION**

*Please read the following statements carefully before you sign your name.*

1. The Fair Credit Reporting Act (Amended 1997) requires that we inform you that a background investigation may be processed as part of our evaluation and qualification process. This investigation may include inquiries to gather legal information regarding your credit history, character, general reputation and other information pertinent to our evaluation of your background. This information, if gathered, is used to verify specific information that you provided on this application, resume or during the interview process. Upon your written request, within a reasonable time frame, the nature and scope of the report, if one is made, will be provided. In addition, if a written report is prepared, you have a right to request a copy of the report from the reporting agency. The information gathered in your background investigation will not be used in a discriminatory manner in the making of business decisions. I release this Company, past employers and other persons named herein from all liability for any damages on account of the furnishing of such information.
2. I hereby certify that the answers given by me to the above questions and statements are true and correct and hereby authorize you to contact any and all references, past or present employers, persons, schools, law enforcement agencies and any other sources of information which may be relevant to my application for employment. It is understood and agreed that any misrepresentation, false statement or omissions by me in this Application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability by this Company.
3. I further understand and agree that no representative of the Company has the authority to enter into any agreement for employment for any specified period of time and that this Company is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by this Company and I recognize that if hired, I will be an employee at will.
4. I also understand and agree that this application will remain on file for sixty days for consideration. After sixty days, if I am still interested in a position with this Company, it will be necessary for me to complete a new application form.
5. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test.
6. I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason.
7. I agree to furnish such additional information and complete such examinations as may be required to complete my employment file.
8. If hired, I agree to abide by all the rules and policies of the employer, including its Mandatory Arbitration Policy, as a condition of my employment. This means that I will settle any and all claims, disputes or controversies arising out of or relating to my application for employment, employment and/or termination of employment exclusively by final and binding arbitration before a neutral Arbitrator.

**THIS CERTIFIES THAT THIS APPLICATION WAS COMPLETED BY ME, THAT I AGREE WITH EACH OF THE STATEMENTS SET FORTH ABOVE, AND THAT ALL ENTRIES ON IT AND INFORMATION IN IT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date