



EMPLOYMENT APPLICATION

NOTICE TO ALL APPLICANTS FOR EMPLOYMENT

Kalas is proud to provide a drug free workplace and has a zero tolerance policy. Applicants are required to take a post offer 5 panel drug test and an unannounced random test within the 1st 90 days of employment. Additionally, we have an ongoing random testing policy and you may be required to participate at any time without notice.

Also, in accordance with Title 8, United States Code, Section 1324A of the Immigration Reform and Control Act, all applicants must present documents verifying both identity and employment eligibility at the time of hire. A complete list of eligible documents will be presented on the 1st date of employment.

| | | | |
|----------------|-------|---------------------|--|
| Name | | Date of Application | |
| Address | | | |
| City | State | Zip | |
| Home Phone | | Cell PH | |
| E-Mail Address | | | |
| | | | |

| EMPLOYMENT DESIRED | | | | | |
|--|---------|-----------|----------|--------|----|
| Position(s) Applied for: | | | | | |
| Are there any days of the week or hours you are NOT available? | | | | YES | NO |
| Monday | Tuesday | Wednesday | Thursday | Friday | |
| | | | | | |
| Are you available for work on weekends? | | | | YES | NO |
| What date are you available to begin work? | | | | | |
| Compensation desired? | | | | | |

| PERSONAL INFORMATION | | | |
|--|--|-----|----|
| Have you ever applied for work at any Kalas facility or been employed by Kalas before? | | YES | NO |
| If "YES", provide details | | | |
| Do you have any friends or relatives that work for Kalas | | YES | NO |
| If "YES", provide details | | | |
| Why are you applying for work here? | | | |
| Do you have a reliable means of transportation to and from work? | | YES | NO |
| Are you at least 18 years of age? | | YES | NO |

| | | | |
|--|--|-----|----|
| Have you ever been convicted of any crime, other than minor traffic violations (Driving under the influence or Driving intoxicated are NOT minor)? | | YES | NO |
| If YES, provide complete details. | | | |
| <i>Applicants will not be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered.</i> | | | |

| EDUCATION, TRAINING, & EXPERIENCE | | | | | |
|---|----------------|-------|------------|----|-------------------|
| | Name & Address | # yrs | Graduated? | | Degree or Diploma |
| High School | | | YES | NO | |
| College | | | YES | NO | |
| Vocational | | | YES | NO | |
| Other | | | YES | NO | |
| Do you speak or write any foreign languages? | | | YES | NO | If so, which? |
| Do you have any special experience or skills which you feel make you especially suited for work at our company? | | | | | |
| Do you have a valid Driver's License? | Yes | No | State | | License No. |
| Use the space below to tell us something worthwhile or interesting about you, something that will allow us to understand your value to our organization, should we hire you | | | | | |
| | | | | | |

| EMPLOYMENT HISTORY | | | | |
|---------------------------------------|--|---------------------|--------------------------|----------|
| For your most recent employer: | | Name | | |
| Supervisor | | Address | | |
| Reason for Leaving | | Phone # | | |
| | | Dates of Employment | Date Begin | Date End |
| | | | | |
| | | Rate of Pay | Beginning | Ending |
| | | | | |
| Positions Held | | Dates | Primary Responsibilities | |
| | | | | |

| | | | | |
|--|--|---------------------|--------------------------|----------|
| For your next most recent employer: | | Name | | |
| Supervisor | | Address | | |
| Reason for Leaving | | Phone # | | |
| | | Dates of Employment | Date Begin | Date End |
| | | | | |
| | | Rate of Pay | Beginning | Ending |
| | | | | |
| Positions Held | | Dates | Primary Responsibilities | |
| | | | | |

| | | | | |
|--|--|---------------------|--------------------------|----------|
| For your next most recent employer: | | Name | | |
| Supervisor | | Address | | |
| Reason for Leaving | | Phone # | | |
| | | Dates of Employment | Date Begin | Date End |
| | | | | |
| | | Rate of Pay | Beginning | Ending |
| | | | | |
| Positions Held | | Dates | Primary Responsibilities | |
| | | | | |

| |
|---|
| What aspects of your last job did you like the best? |
| |
| What aspects of your last job did you like the least? |
| |
| If you could have made one suggestion to your past mgmt, what would it have been? |
| |
| What have you done that you are proud of? |
| |
| Describe the best boss you ever had. |
| |
| Describe the worst boss you ever had. |
| |
| What do you consider your top strength and top weakness? |
| |

| | | | | |
|---|--|---------------------|-----|----|
| What kind of things bother you the most? | | | | |
| | | | | |
| What, in your opinion, makes an effective leader / manager? | | | | |
| | | | | |
| Tell us anything you want about yourself...interests, hobbies, anything you want. | | | | |
| | | | | |
| What are your career plans for the next one year? Five years? | | | | |
| | | | | |
| What are you seeking from Kalas as an employer? | | | | |
| | | | | |
| What would you like to know about our company? | | | | |
| | | | | |
| If you are presently employed, may we contact your employer? | | | YES | NO |
| If NO, please state reason. | | | | |
| Military Service: Have you ever served in the armed forces? | | | YES | NO |
| If YES, branch? | | Length of Service | | |
| Rank @ Discharge | | Honorable Discharge | YES | NO |
| List service schools attended | | | | |

| REFERENCES | | | |
|---|---------|------------|-------|
| List three persons other than relatives or former employers | | | |
| Name | Address | Occupation | Phone |
| | | | |
| | | | |
| | | | |

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN THE APPLICATION:

I do hereby certify that I have not withheld information that might adversely affect my chances for employment with Kalas Manufacturing, Inc. The responses to questions on this application are true and honest to the best of my knowledge. I understand that omitting material facts on this application or any other document used to secure employment with Kalas are grounds for rejection of this application or dismissal from employment, regardless of elapsed time before discovery.

I hereby authorize Kalas Manufacturing, Inc. to investigate my references, work record and other matters related to my suitability for employment. I hereby grant permission to my former employers to share with and disclose to Kalas Manufacturing, Inc. any and all information about my employment. I hereby release Kalas Manufacturing, Inc., my former employers, and all other persons, corporations, partnerships, and associations from any and all claims or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that nothing contained in this application is intended to create an employment contract with this employer. If I am employed by Kalas Manufacturing, Inc., I understand that it is for no definite period and such employment may be terminated at any time at my option or at the company's option without prior notice of same. No promises or representations contrary to the foregoing are binding upon the company.

 Applicants Signature

Date