

Employment Application Kaleel Bros., Inc.

Please print the following information:

Date of Application

PERSONAL INFORMATION

Name (Last) (First) (Middle) Social Security No.

Residence Address City State Zip

Home Phone Other or Cell Phone Have you worked for us before? Yes No

Are you over 18 years of age? Yes No Date your able to start: _____, Desired Wage \$ _____ Hr

Position(s) applied for? _____ Full Time, _____ Part Time

Are you employed at the present time? Yes No Are You a U.S. Citizen? Yes No

Indicate special qualifications or skills _____

Software: Word Excel Powerpoint Other: _____

Applications: General Ledger Accounts Payable Accounts Receivable Payroll

EDUCATION

High School	Area of Study	Years Completed	Diploma (Yes/No)
College/University	Area of Study	Years Completed	Diploma (Yes/No)

PRIOR EMPLOYMENT

Employer:	From:	To:
Address:	Shift:	
Duties:	Supervisor's Name	
Reason For Leaving:	Rate of Pay:	

Employer:	From:	To:
Address:	Shift:	
Duties:	Supervisor's Name	
Reason For Leaving:	Rate of Pay:	

Employer:	From:	To:
Address:	Shift:	
Duties:	Supervisor's Name	
Reason For Leaving:	Rate of Pay:	

PERSONAL REFERENCES

Name	Address	Years Known	Telephone

Please be advised that the Management will conduct a background check with the local authorities. Please complete the following information:

Have you ever been convicted of a Misdemeanor or Felony (Not including any traffic violation) YES NO

IF YES, please provide the offense, date, and place where convicted: _____

Please read the following and sign where indicated:

THIS COMPANY OR ANY OF ITS ENTITIES IS AN EQUAL OPPORTUNITY EMPLOYER AND SHALL NOT DISCRIMINATE AGAINST ANY PERSON REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, DISABILITY, OR AGE. THIS COMPANY OR ANY OF ITS ENTITIES WILL NOT CONDUCT BUSINESS WITH ANY ORGANIZATION OR GROUP THAT DOES NOT COMPLY WITH NON-DISCRIMINATION POLICIES AS SET FOR BY THE OFFICE OF CIVIL RIGHTS.

EACH EMPLOYEE SHALL RECEIVE A COPY OF THIS EMPLOYMENT APPLICATION, CONSENT, AND RELEASE. BY SIGNING BELOW THE UNDERSIGNED ACKNOWLEDGES HE/SHE HAS RECEIVED, READ, AND UNDERSTANDS ITS CONTENTS. ANY CONFLICTS SHOULD BE BROUGHT TO MANAGEMENT'S ATTENTION PRIOR TO SIGNING. EMPLOYEES SIGNING THIS APPLICATION AGREES AND UNDERSTANDS THE CONTENTS HEREIN.

EMPLOYEE UNDERSTANDS AND AGREES THAT ALL "INFORMATION" OF OR RELATING TO THE COMPANY IS CONFIDENTIAL AND/OR PROPRIETARY COMPANY INFORMATION AND EMPLOYEE SHALL NOT DIRECTLY OR INDIRECTLY IN ANY MANNER, DISCLOSE, DISSEMINATE, COPY, REPRODUCE, ASSIST IN DISCLOSING, OR ENCOURAGE DISCLOSURE IN ANY MANNER TO ANY PERSON, FIRM, CORPORATION, OR OTHER ENTITY, ANY OF SAID INFORMATION. "INFORMATION" INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING: ALL INFORMATION NOT GENERALLY KNOWN TO THE PUBLIC THAT RELATES TO THE BUSINESS, CUSTOMER LISTS, PRICE LISTS, POTENTIAL CUSTOMERS, FINANCES, BUDGETS, PROJECTIONS, PROPOSALS, PRACTICES OR POLICIES OF THE COMPANY, INCLUDING WITHOUT LIMITATION, ALL INFORMATION RELATING TO COMPANY'S BUSINESS PLANS AND PROPOSALS, MARKETING PLANS AND PROPOSALS, TECHNICAL PLANS AND PROPOSALS, AND RESEARCH AND DEVELOPMENT. ALL CONFIDENTIAL INFORMATION WILL BE CONSIDERED TRADE SECRETS OF COMPANY AND SHALL BE ENTITLED TO ALL PROTECTIONS GIVEN BY LAW TO TRADE SECRETS. ANY AND ALL MEDIA (WHETHER WRITTEN, FILM, TAPE, OPTICAL, MAGNETIC, OPTOMAGNETIC, DIGITAL OR OTHERWISE) EMBODYING ANY OF THE INFORMATION DESCRIBED ABOVE SHALL ALSO CONSTITUTE CONFIDENTIAL INFORMATION.

Any disclosure or dissemination by employee or agent of company information as stated herein will be prosecuted to the fullest extent of the law.

ACKNOWLEDGEMENT AND CONSENT OF VIDEOTAPING

I HEREBY KNOWINGLY AND VOLUNTARILY CONSENT TO THE COMPANY'S VIDEO AND/OR AUDIO SURVEILLANCE OF MYSELF AND THE WORKPLACE IN WHICH I AM CURRENTLY EMPLOYED. I AUTHORIZE THE COMPANY TO USE MY VIDEO TRANSCRIPTION FOR EVIDENTIARY PURPOSES IN ANY LEGAL PROCEEDING, WHETHER CRIMINAL OR CIVIL IN NATURE. AS AN EMPLOYEE OF KALEEL BROS., INC., I UNDERSTAND THAT I AM SUBJECT TO CRIMINAL PROSECUTION AS WELL AS CIVIL LIABILITY FOR ANY THEFT FROM MY WORKPLACE AND ACKNOWLEDGE THAT KALEEL BROS., INC. HAS ZERO TOLERANCE FOR SUCH ACTIVITIES AND WILL PROSECUTE TO THE FULLEST EXTENT OF THE LAW.

ACKNOWLEDGEMENT AND CONSENT OF CRIMINAL BACKGROUND CHECK

I HEREBY KNOWINGLY AND VOLUNTARILY CONSENT TO THE COMPANY OR ANY OF ITS AGENTS TO CONDUCT A CRIMINAL BACKGROUND CHECK AND TO VERIFY ANY INFORMATION PROVIDED FOR OR REQUESTED HEREIN.

IF AN EMPLOYEE VIOLATES ANY STATE, FEDERAL, OR LOCAL LAW, EMPLOYEE IS SUBJECT TO DISCIPLINARY ACTION BY EMPLOYER OR CAN BE TERMINATED AT THE OPTION OF THE EMPLOYER.

I understand that the policies, procedures, and requirements stated herein do not constitute an employment contract of any kind, express or implied, or any promise upon which I should rely. I also understand I am employed "at-will," and that only the Company's President has authority to enter into a contract of employment which is contrary to my "at-will" employment status, and such contract must be in writing and signed by the President and by me. I further understand that the Company's policies, procedures, and requirements may be changed, disregarded, or terminated by the Company, in its discretion, at any time and with or without notice.

I agree I have the responsibility to read and understand the application process and I attest that the information provided herein is accurate to the best of my knowledge

Print Your Name

Signature

Date

Office use only

Summary of Interview _____

Starting Rate \$ _____ per _____ Hr _____ Week, Position _____

Interviewed by _____ Scheduled to start work _____