

# Employment Application



Date:

Last Name:

First Name:

Middle Initial:

Address:

City/State:

Zip/Postal Code:

Home Phone:

Cell Phone:

Kauffman Company  
13225 FM 529 Suite A  
Houston, TX  
77041  
Phone: 713.937.4144  
Fax: 713.937.4149  
www.kauffmanco.net

Desired Position  Fitter  Helper  Office  Design

Date available to begin work

Are you a US citizen?  yes  no If not, what is your status?

Are you a veteran?  yes  no

Are you currently employed?  yes  no If yes, what company?

May we contact them?  yes  no

## Education

Type of School	Name of School, City, State	# of Years Completed	Major or Degree
High School			
College Bus. or Trade School			
Professional School			
Other			

If no degree completed, did you get your GED?  yes  no

Have you ever been convicted of a felony:  yes  no

If yes, please explain

Do you have a drivers license?  yes  no

State of issue:

Have you had any accidents in the past 3 years?  yes  no

How many?

Do you had any moving violations in the past 3 years?  yes  no

How many?

Continue on the next page

# Previous Employment (list up to 3)

1.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

2.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

### 3.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  yes  no

Skills:

Typing:

Computer:  PC  Mac  Both

Applications (list all that apply):

Other Skills that you would like to tell us about:

### Please list 3 references other than relatives and previous employers

Name			
Position			
Company			
Telephone			

#### Application Statement

I certify that the answers provided are true and complete to the best of my knowledge. I authorize you to make needed investigations of the above data as may be necessary in arriving at an employment decision. I understand that this application is not intended to be and is not a contract of employment. In the event of employment, I understand that false or misleading information I provide may result in discharge. I further understand that I'm required to abide by all rules and regulations of the company.

Applicant Signature

Date

*For Office Use Only:*

Hire Date

Position

Starting Rate

Approval