

Employment Application



Date:

Last Name:

First Name:

Middle Initial:

Address:

City/State/ZIP:

Email:

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 Foreman Fitter Helper Design PM Office

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?

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