



## Employment Application

KCS Corporation provides equal employment opportunities to all applicants without discrimination based on race, creed, veteran status, color, national origin, sex, age, disability, marital status, religion, sexual orientation or citizenship status.

Name \_\_\_\_\_  
Last First Middle

Social Security Number \_\_\_\_\_

Position \_\_\_\_\_

### General Information

Present Address \_\_\_\_\_  
\_\_\_\_\_

Applying For:  Full-Time  Part-Time  Casual

Year of Experience related to field \_\_\_\_\_

Are you legally permitted to work in the United States?  Yes  No

Are you of legal age to work?  Yes  No

If you are under 17 years of age, can you furnish a work permit?  Yes  No

Have you ever been convicted of federal or state procurement fraud?  Yes  No

If yes, explain \_\_\_\_\_

Referral  Employment Agency  Employee Referral  College Recruitment  
 Advertisement: Publication \_\_\_\_\_  
 Other \_\_\_\_\_

### Foreign Languages

List Language and Degree of Fluency \_\_\_\_\_

Mark one for each: (FL) Fluent, (G) Good, (F) Fair, (WK) Working Knowledge

## Educational Information

---

### High School

Circle Years Completed

1 2 3 4

Name of School \_\_\_\_\_

City \_\_\_\_\_

State or Country \_\_\_\_\_

Courses Taken \_\_\_\_\_

### College/Univ.

Circle Years Completed

1 2 3 4

Name of School \_\_\_\_\_

City \_\_\_\_\_

State or Country \_\_\_\_\_

Year of Graduation \_\_\_\_\_

Degree Obtained and Major \_\_\_\_\_

### Grad/Univ.

Circle Years Completed

1 2 3 4

Name of School \_\_\_\_\_

City \_\_\_\_\_

State or Country \_\_\_\_\_

Year of Graduation \_\_\_\_\_

Degree Obtained and Major \_\_\_\_\_

### Other

Circle Years Completed

1 2 3 4

Name of School \_\_\_\_\_

City \_\_\_\_\_

State or Country \_\_\_\_\_

Year of Graduation \_\_\_\_\_

Degree Obtained and Major \_\_\_\_\_

## Professional Information

---

Licenses/Registrations \_\_\_\_\_

Technical Memberships \_\_\_\_\_

Publications/Awards/Grants \_\_\_\_\_

## Professional References

---

### References

Name \_\_\_\_\_

Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Phone No. \_\_\_\_\_

Address \_\_\_\_\_

## Employment Record

---

May we contact your past employers?  Yes  No

Exceptions  Yes  No (Indicate in margin)

Are you now employed  Yes  No

(Most Recent)

From \_\_\_\_\_ To \_\_\_\_\_ No. of years \_\_\_\_\_ Describe Work Performed:

Employer \_\_\_\_\_

Address \_\_\_\_\_

City & State \_\_\_\_\_

Phone No. \_\_\_\_\_

Your Title \_\_\_\_\_

Supervisor \_\_\_\_\_

Base Salary Received starting and ending \_\_\_\_\_

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

From \_\_\_\_\_ To \_\_\_\_\_ No. of years \_\_\_\_\_ Describe Work Performed:  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 City & State \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Your Title \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Base Salary Received starting and ending \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ No. of years \_\_\_\_\_ Describe Work Performed:  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 City & State \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Your Title \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Base Salary Received starting and ending \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ No. of years \_\_\_\_\_ Describe Work Performed:  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 City & State \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Your Title \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Base Salary Received starting and ending \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

(Please use additional sheets when required)

**Authorization and Release**

I hereby authorize KCS Corporation (“the Company”) to solicit at any time such information it deems necessary and appropriate to verify the details provided by me in this application, including the solicitation of opinions of my character, ability, reputation and conduct. I further authorize and request each institution, firm, or person referred to in this employment application to provide the information requested, and I hereby release such institutions, firms and persons from any liability whatever resulting from their providing such information.

I have answered all questions in this employment application to the best of my ability. If employed, I realize that any false information provided in this employment application may be grounds for termination of my employment.

This employment application is not intended to and shall not be construed to be an application for employment under contract with the company. Any resulting employment may be terminated at any time by either the Company or me for any reason and without prior notice. No promise to the contrary is binding on the Company unless in writing and signed by a Company’s officer.

\_\_\_\_\_  
 Applicant’s Signature

\_\_\_\_\_  
 Witness’ Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

**FOR COMPANY USE ONLY**

Name of applicant \_\_\_\_\_ Date \_\_\_\_\_

**Interviewer's Comments**

---

---

---

---

---

---

---

---

Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

**Interviewer's Comments**

---

---

---

---

---

---

---

---

Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

**Interviewer's Comments**

---

---

---

---

---

---

---

---

Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

**Employment Approval**

Status  Full Time  Part Time  Casual

Job Classification \_\_\_\_\_

Job Title \_\_\_\_\_

Salary \_\_\_\_\_ /month Starting Date \_\_\_\_\_

Point of Hire \_\_\_\_\_

Relocation  Yes  No

Department \_\_\_\_\_

Section \_\_\_\_\_

Pay Class  Straight Time  Time and One-Half

Work Location \_\_\_\_\_

Amount \_\_\_\_\_

Additional Comments \_\_\_\_\_

---

---

---

---

Recommended \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Offer Accepted  Yes  No \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_