



APPLICATION FOR EMPLOYMENT

KC Engineering, P.C. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

PERSONAL INFORMATION

Please complete all fields. Incomplete information could disqualify you from further consideration.

NAME

DATE

ADDRESS

E-MAIL ADDRESS

HOME PHONE #

MOBILE PHONE #

Are you eligible to work in the U.S.?

Yes No

Are you at least 18 years old?

Yes No

If no, you may be required to provide authorization to work.

Have you ever been terminated from employment or asked to resign by an employer?

Yes No

IF YES, PLEASE PROVIDE COMPANY NAMES AND DETAILS

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?

Yes No

IF NO, PLEASE EXPLAIN

If you have any questions as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question.

Have you been convicted of any felonies, other than minor traffic violations, during the past seven years?

Yes No

IF YES, EXPLAIN

A criminal record or a conviction will not automatically bar employment but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.

EMPLOYMENT DESIRED

AVAILABLE START DATE

HOURLY RATE/SALARY DESIRED

POSITION DESIRED

F/T

P/T

Internship

Are you currently employed?

Yes

No

If yes, may we contact your present employer?

Yes

No

REFERRAL SOURCE

HOW DID YOU HEAR ABOUT US?

Online job post

Company website

Referral by

Other

Do you know anyone who works for our company?

Yes

No

IF YES, WHO?

EDUCATION

Please indicate education or training which you believe qualifies you for the position you are seeking.

HIGH SCHOOL DIPLOMA

Yes

No

OR G.E.D.

Yes

No

SCHOOL(S)

CITY/STATE

COLLEGE AND/OR VOCATIONAL SCHOOL

Yes

No

SCHOOL(S)

CITY/STATE

MAJOR

DEGREES EARNED

GPA

SCHOOL(S)

CITY/STATE

MAJOR

DEGREES EARNED

GPA

SCHOOL(S)

CITY/STATE

MAJOR

DEGREES EARNED

GPA

OTHER TRAINING OR DEGREES

SCHOOL(S)

CITY/STATE

COURSE

DEGREE OR CERTIFICATE EARNED

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

COMPUTER SKILLS (PLEASE DESCRIBE)

EMPLOYMENT HISTORY

Include your last seven (7) years of employment history (including U.S. Military Service), and periods of unemployment, starting with the most recent and working backwards in time. Incomplete information could disqualify you from further consideration.

EMPLOYER 1

EMPLOYER

ADDRESS

TELEPHONE

POSITION

DATES OF EMPLOYMENT

From

Mo/Yr.

To

Mo/Yr.

F/T

P/T

SUPERVISOR

DEPARTMENT

DUTIES

REASON FOR LEAVING

May we contact your present employer?

Yes

No

EMPLOYER 2

EMPLOYER

ADDRESS

TELEPHONE

POSITION

DATES OF EMPLOYMENT

From / To /
Mo/Yr. Mo/Yr.

F/T P/T

SUPERVISOR

DEPARTMENT

DUTIES

REASON FOR LEAVING

May we contact your present employer?

Yes No

EMPLOYER 3

EMPLOYER

ADDRESS

TELEPHONE

POSITION

DATES OF EMPLOYMENT

From / To /
Mo/Yr. Mo/Yr.

F/T P/T

SUPERVISOR

DEPARTMENT

DUTIES

REASON FOR LEAVING

May we contact your present employer?

Yes No

REFERENCES

Give the names of three persons, not related to you, whom you have known at least three (3) years.

NAME	PHONE/EMAIL	COMPANY	YEARS ACQUIRED

PLEASE READ CAREFULLY BEFORE SIGNING

KC Engineering, P.C. will provide equal opportunity to all qualified employees and applicants without regard to race, creed, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for KC Engineering, P.C. to hire me. If I am hired, I understand that either KC Engineering, P.C. or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of KC Engineering, P.C. has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to KC Engineering, P.C. true and complete information on this application. No requested information has been concealed. I authorize KC Engineering, P.C. to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal. I further understand that Pursuant to the Federal Fair Credit Report Act (FCRA), a comprehensive review of my background through a consumer report and/or an investigative consumer report may be generated as part of the pre-employment background investigation.

DATE	SIGNATURE

THIS APPLICATION IS VALID FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE