



APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

As an equal opportunity employer, this company will not discriminate unlawfully against any employee or applicant for employment because of race, color, religion, sex, age, national origin, ancestry or disability.

The following information is requested in order to help us make the appropriate placement within the company. All portions of this application pertaining to you must be completed. We appreciate the time you spend in completing this application form.

APPLICATIONS ARE
CONSIDERED ACTIVE
FOR 60 DAYS FROM
DATE OF APPLICATION

We retain employment
applications for one year.

PLEASE PRINT

Last Name	First	Middle	Date
Street Address			Phone Number
City	State	Zip	Are you 18 years old or over?
Social Security Number			
			Are you legally eligible for employment in the U.S.? Yes No
			Driver's License # Operator Class
Friends/Relatives working for Ward/Kraft:			
Ever applied to this company before?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Where	When
POSITION DESIRED	<input type="checkbox"/> Office <input type="checkbox"/> Skilled or Machine Operator <input type="checkbox"/> Unskilled or General Labor <input type="checkbox"/> Other		
How did you learn about Ward/Kraft?		Starting pay expected	Date you can start
Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> YES <input type="checkbox"/> NO If not, what hours can you work?		Will you work overtime if asked? <input type="checkbox"/> YES <input type="checkbox"/> NO	Are you available for night work? <input type="checkbox"/> YES <input type="checkbox"/> NO
Name and signature of referring employee			Date of Referral
Have you ever been convicted of a felony crime? If yes, describe in full. (A conviction record will not necessarily be a bar to employment)			
Have you ever been disciplined or fired? If yes, explain in full			

BRANCH OF SERVICE

Specialty

Date Entered

Date Discharged

Type of Discharge

--	--	--	--	--

EDUCATION

Name and Location of School

Circle
Last Year
Completed

Subjects Studied and
Degree(s) Received

Grammar School		1 2 3 4	
High School		1 2 3 4	
College		1 2 3 4	
Trade, Business or Correspondence School		1 2 3 4	

List any Special Skills, Training, or Areas of Special Study.

Activities: (Civic, Athletic, Hobbies, etc.) Exclude those which may disclose your race, color, religion, sex, age, national origin, ancestry or disability.

FORMER EMPLOYERS List below your last four employers. Starting with most recent.

Date Month and Year	Name, Address & Phone Number of Employer	Pay	Position	Reason for Leaving
<div>1</div> <div>From</div> <div>To</div>		START		
		FINAL		
<div>2</div> <div>From</div> <div>To</div>		START		
		FINAL		
<div>3</div> <div>From</div> <div>To</div>		START		
		FINAL		
<div>4</div> <div>From</div> <div>To</div>		START		
		FINAL		
We may contact the employers listed above unless you indicate those you do not want us to contact. Do not contact Employer Number(s) _____ Reason:				

REFERENCES Give below the names of three persons not related to you, whom you have known at least one year:

NAME	ADDRESS & PHONE NUMBER	BUSINESS	YEARS KNOWN

In Case of Emergency Notify	Name	Address	Phone Number
Please provide any other information you feel would be helpful in evaluating your application for employment.			

----- DO NOT WRITE BELOW THIS LINE: -----

INTERVIEWER NAME & COMMENTS:

Hired	Dept.	Position	Will Report	Wage	Signature
-------	-------	----------	-------------	------	-----------

CONSENT
CERTIFICATION AND RELEASE

I certify that my application for employment with WARD/KRAFT, Inc. is intended for use as partial criteria in evaluating my suitability for employment. However, it is not intended to be the only criteria to be considered. I understand that my application for employment is not an employment contract, and that false or misleading statements are grounds for refusal or termination of employment and benefits. Federal law provides penalties for false statements or documents related to U.S. employment eligibility. Additional testing of job-related skills, mental/physical abilities, physical condition and for the presence of drugs in my body may be required after a conditional offer of employment is made or following acceptance for employment, or continuing employment and the results of such tests may also be used as partial criteria in evaluating my suitability for employment, or continuing employment.

I certify that the answers given by me in my Application for Employment and the statements made by me are complete and true to the best of my knowledge and belief.

I authorize the company and/or its agents including consumer reporting bureaus to verify any of this information including, but not limited to criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

I also understand that WARD/KRAFT, Inc. requires testing for drugs/alcohol/intoxicants as part of its commitment to provide a drug-free environment. I understand that such testing may include the analysis of urine, blood, saliva, breath, or hair samples, or any other medically accepted testing procedure. I am willing to submit to any or all of such testing to detect the use of illegal drugs and/or intoxicants prior to and during employment, and give consent to WARD/KRAFT, Inc. to administer any or all of the above testing procedures on me, and to use the results thereof in further determining my employability with this Company, or, if already employed by WARD/KRAFT, Inc., as criteria for my continued employment with this Company. As part of your employment with WARD/KRAFT, Inc. you may have access to valuable property or negotiable instruments or materials used for preparing negotiable instruments as such. I further agree that my locker, desk, work station or any other area provided to me by company may be searched at any time without notice.

I further understand that a positive drug test for intoxicants or drugs without a valid prescription will automatically disqualify me from further consideration for employment with WARD/KRAFT Inc., and that a positive drug test for intoxicants or drugs without a valid prescription, or misuse of over-the-counter or prescribed drugs may be cause for termination.

By my signature hereon, I hereby agree and consent to each and every one of the stipulations set forth above, and agree to hold WARD/KRAFT, Inc., its authorized representatives, Officers, and Directors harmless for any harm arising from the misuse or disclosure of this information.

If I am employed, I agree to abide by the rules, regulations and policies of the company, which may be changed by the company at any time without notice. Nothing contained herein shall be construed as creating a contract of employment for a definite period of time. All members are employed at will, which means the member can terminate his employment at any time, and conversely, management retains the right to terminate any member at any time at its sole discretion. No representative or member of the company, with the exception of the President, has any authority to enter into any contract or agreement to the contrary, and then only if in writing and signed by the President.

Printed Name

Date

Signature

Social Security No.