



# EMPLOYMENT APPLICATION

## EQUAL EMPLOYMENT OPPORTUNITY NOTICE

It is the policy of Kitco Courier Service that applicants for employment are recruited and hired on the basis of individual merit and ability with respect to positions being filled. Applicants are recruited, selected and hired without discrimination because of race, color, religion, sex, sexual orientation, age, national origin, or disability.

In addition, personnel procedures and practices with regard to training, promotion, transfer, compensation, demotion, layoff or termination are administered with due regard to job performance, experience and qualifications, but without discrimination because of race, color, religion, sex, sexual orientation, age, national origin or disability.

## APPLICANT INFORMATION

Name		Job Applied For			
Home Address		City St Zip			
Tel	Cell	Pager	e-mail:		
Birth Date	M <input type="checkbox"/> F <input type="checkbox"/>	Social Security		Are you a US Citizen?	

## EDUCATION HISTORY

Primary & Secondary Schools 1 2 3 4 5 6 7 8 9 10 11 12	Trade School 1 2 3 4	College 1 2 3 4
Secondary School Name and Address:		
College Name and Address:		
List any other apprenticeships or trade schools:		

## EMPLOYMENT HISTORY

	Company Name and Address	From Mo/Yr	To Mo/Yr	Job Title	Reason For Leaving	Pay Rate
Present or Last						
Previous						

May we contact your current employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		Have you been convicted of a felony in the past 5 years? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you available to work: FT <input type="checkbox"/> PT <input type="checkbox"/>	When can you start?	Where did you hear about us?	
Why did you choose to apply for this position?			

## APPLICANT'S ATTESTATION

I certify that all information contained in this application is true, complete and correct to my knowledge; and I understand that any material omission, misrepresentation or falsification of this information is grounds for dismissal from or refusal of employment. I hereby authorize investigation of all statements contained in this application.

I further understand that I may be requested by Kitco Courier Service to take physical tests and examinations (including urine and blood analysis) after I have accepted an offer of employment but prior to my first day of work.

Employment at Kitco Courier Service is AT WILL. This means I may terminate my employment with the company at any time and Kitco Courier Service may terminate my employment, my compensation, and any other unvested benefits at any time for any reason permitted by law.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## COMPANY USE ONLY

App rec'd by:	App rec'd date:	Called for interview:	Interviewed by:
_____	_____	_____	_____