

# KBC BUILDINGS, INC.

308 SO. THIRD AVE.  
NEWTON, IL 62448  
(618) 783-8612 Phone  
(618) 783-3152 Fax

Attach When Applicable

Appendix O \_\_\_\_\_  
Appendix F \_\_\_\_\_

## EMPLOYMENT APPLICATION

We adhere to the Illinois Drug Free Workplace Act.

Federal and/or State law prohibits discrimination on the basis of race, color, religion, sex, national origin, age, or disability.

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you 18 Yrs. Or Older? YES  NO  Are You 21 Yrs. Or Older? YES  NO

Have you ever applied with this company? YES  NO  \_\_\_\_\_

Are you related to anyone currently employed with our company? YES  NO  Date of Birth: \_\_\_\_\_

If yes, please state name: \_\_\_\_\_ Referred By: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Subjects of special study or research work \_\_\_\_\_

Describe any special skills you have which relate to position sought \_\_\_\_\_

\_\_\_\_\_



If offered a position with this company, you must produce legally required documentation demonstrating your eligibility to work in the United States and establishing your identity before you can begin employment. This company affords equal opportunity to all qualified persons, and no person shall be discriminated against in employment because of age, race, color, religion, sex national origin or disability. If you believe you have been discriminated against for any of the above reasons in consideration of your job application, please notify the President of KBC Buildings, Inc. at P.O. Box 410, Kansas, IL 61933. It is also your right to notify the Equal Employment Opportunity Commission, Washington, D.C., or any appropriate local or state agency, of your complaint.

Please review your application and read this paragraph carefully. When you have done so, please indicate by signing below. I authorize investigation of all statements contained in this application and supplemental appendices. I understand that misrepresentation or omission of facts called for is cause for dismissal. I recognize that this application is not an offer for a contract of employment. I further recognize and agree that if I am employed by the company, such employment will not result in a contract for employment and that the company may terminate my services at any time for any reason. I further recognize if I am employed by the company that I will receive compensation and benefits, and be subject to rules and regulations, but I agree that such compensation, benefits, rules and regulations are subject to change by the company at any time with or without notice to me. I further recognize that nothing contained in any documents published by the company shall in any way modify the above terms and that these terms cannot be modified in any way by any oral or written representations made by anyone employed by the company except in writing by the President, Vice President of Operations or the manager. I understand and agree that if I am offered employment, that employment may be conditional upon my taking and passing a drug and alcohol test and/or a medical examination, as given to all entering employees in the same job category.

#### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SUPPLEMENT TO GENERAL APPLICATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

List Previous Home Address (past 5 years)

Address	Date From	To	Owned/Rented
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been discharged from previous employment? \_\_\_\_\_

Explain: \_\_\_\_\_

Have you ever been self-employed? \_\_\_\_\_ Currently? \_\_\_\_\_

Will you be engaged in other employment? \_\_\_\_\_

Explain, if yes: \_\_\_\_\_

Have your actions ever caused you to be held responsible for shortages of funds or property at previous employment? \_\_\_\_\_

Explain, if yes: \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_

Explain, if yes: \_\_\_\_\_

Have you ever been refused a bond, or had a bond cancelled at previous employment or self-employment? \_\_\_\_\_

Explain, if yes: \_\_\_\_\_

I understand that any false information given by me in the Application and Supplement can result in immediate termination. In the event I am offered employment, I consent to and authorize investigation of statements made by me in this application, and expressly waive all claims against KBC Buildings, Inc., its officers, agents, and employees resulting from such investigation. I understand that this application is not an offer of employment. I have read and understand the above.

DATE: \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_

SUPPLEMENT TO GENERAL APPLICATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Current Motor Vehicle Operators License Number: \_\_\_\_\_

State of Issue: \_\_\_\_\_

Previously Licensed State: \_\_\_\_\_

Restrictions to License: \_\_\_\_\_

Attach photocopy (Legible) of current license  
And motor vehicle driving record

Has your license ever been: Revoked? \_\_\_\_\_

Suspended? \_\_\_\_\_

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

Location: \_\_\_\_\_

Explain reason: \_\_\_\_\_

\_\_\_\_\_

List vehicle accidents in last 5 years: \_\_\_\_\_

\_\_\_\_\_

List moving violations in last 5 years: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of drunken driving? \_\_\_\_\_

Reckless driving? \_\_\_\_\_ Vehicular homicide? \_\_\_\_\_

If yes, give dates and description: \_\_\_\_\_

\_\_\_\_\_

Have you taken any defensive driving courses? \_\_\_\_\_

If yes, describe: \_\_\_\_\_