

Ken's Beverage Inc.

Human Resources

P.O. Box 110

Montgomery, IL 60538

Fax: 630-281-1034 (Dedicated to
HR Department)

Email: hire@kensbeverage.com



Application for Employment

**We are proud to be a
DRUG-FREE Work Place**

Notice to Applicants & Employees
Screening tests to alcohol and illegal drug
use will be required before hiring and
during your employment here

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name: _____ Social Security # _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone # _____ Mobile/Beeper/Other Phone # _____

Position(s) Applied for: _____ Email Address: _____

Referral Source: Please check the appropriate category and name the source

Walk-In _____ School _____

Employee _____ Job Fair _____

Advertisement _____ Staffing Agency _____

Company's Website _____ Government Employment Agency _____

Other Internet _____ Other _____

If necessary, best time to call you at home is _____

May we contact you at work? Yes | No If **Yes**, work number and best time to call: _____

If you are under 18 and it is required, can you furnish a work permit? Yes | No If **no**, please explain: _____

Have you submitted an application here before? Yes | No

If **yes**, give date(s) and position(s) _____

Have you ever been employed here before? Yes | No If **yes**, give dates from _____ to _____

Are you legally eligible for employment in this country? Yes | No

Dates available for work: from _____

What is your desired salary range or hourly rate of pay \$ _____ Per: _____

Position Desired: Full-Time | Part-Time | Education Co-Op | Seasonal | Temporary

Will you relocate if job requires it? Yes | No

Will you travel if job requires it? Yes | No

If they have been explained to you, are you able to meet the attendance requirements of the position? N/A | Yes | No

Will you work overtime if required? Yes | No If **no**, please explain _____

Driver's License number required if driving may be required in the job for which you are applying: _____

Have you ever been bonded? Yes | No

Answering 'yes' to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled 'guilty' or 'no contest' to, or have been convicted of a crime? Yes | No

If yes, please provide date(s) and details _____

EMPLOYMENT HISTORY: Starting with your most recent employer, provide the following information

Employer	Telephone #	Month / Year to Month / Year
Street Address		Dates Employed: _____
City / State		Starting Compensation
Starting Job Title		Hourly / Salary \$ _____ per _____
Final Job Title		Final Compensation
Immediate supervisor and title (for the most recent position held)		Hourly / Salary \$ _____ per _____
Why did you leave?		Commission / Bonus / Other Compensation
Summarize the type of work performed and job responsibilities		\$ _____
What did you like most about your position?		
What were the things you liked least about the position?		

Employer	Telephone #	Month / Year to Month / Year
Street Address		Dates Employed: _____
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Starting Job Title		Hourly / Salary \$ _____ per _____
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Why did you leave?		Commission / Bonus / Other Compensation
Summarize the type of work performed and job responsibilities		\$ _____
What did you like most about your position?		
What were the things you liked least about the position?		

EMPLOYMENT HISTORY

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes | No

If Yes, please explain: _____

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills check appropriate boxes, include software titles and years of experience.

Word Processing _____	Years: _____	Internet _____	Years: _____
Spreadsheet _____	Years: _____	Other _____	Years: _____
Presentation _____	Years: _____	Other _____	Years: _____
Email _____	Years: _____	Other _____	Years: _____

Educational Background:

Starting with your most recent school attended, provide the following information

School, including City & State	Years Completed	Completed	GPA Class Rank	Major / Minor
_____	_____	Diploma _____ Degree _____ Certificate _____ Other _____	_____	_____
_____	_____	Diploma _____ Degree _____ Certificate _____ Other _____	_____	_____
_____	_____	Diploma _____ Degree _____ Certificate _____ Other _____	_____	_____
_____	_____	Diploma _____ Degree _____ Certificate _____ Other _____	_____	_____

References:

List names and telephone numbers of three business / work references who are *not* related to you and are not previous supervisors.

If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to you	Telephone	Number of years known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude membership that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc

Exclude membership that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

In your current or prior job, have you ever written instructions or directions to be followed by employees or customers?

Yes | No | Not applicable If yes, please explain _____

Is there any other job-related information you want us to know about you?

Applicants Statement

I certify that all information I have provided in order to apply for and secure work from this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other personas, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no questions on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing language are valid unless they are in writing and signed by the employer's president.

I also understand if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws required me to complete an I-9 in this regard.

I understand that any information provided to me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate any further consideration for employment, or (ii) may result in my immediate discharge from employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANTS STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicants Statement

Signature of Applicant: _____ Date: _____