



2K General Company  
19 Gruber Street  
Building B  
Delaware, OH 43015

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

*Our Company is an Equal Opportunity employer. We do not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on any basis protected by local, state or federal law.*

*Our Company's policy requires that any person interested in employment complete a written application for a particular position for which he or she is qualified. No applicant will be considered for employment solely on the basis of a resume. Also, applicants who do not provide complete and accurate answers to all application and interview questions will not be considered for employment.*

### Background Information

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

Home Number \_\_\_\_\_ Best Times to Call \_\_\_\_\_

Cell Number \_\_\_\_\_ Drivers Lic# \_\_\_\_\_

Are you at least 18 years old?  Yes  No

If you are hired and under 18 years of age, could you furnish a work permit?  Yes  No

Have you ever applied to or been employed by our Company before?  Yes  No

If yes, please give dates and position(s) held: \_\_\_\_\_

Are you prevented from becoming lawfully employed in the United States because of your VISA or Immigration status?  Yes  No

*(The law requires our Company to obtain proof of citizenship or immigration status upon employment.)*

Do you have reliable means of transportation?  Yes  No

For what position(s) are you applying? \_\_\_\_\_

**Background Information (Continued)**

Are you able to perform the essential functions of the position for which you are applying, with or without a reasonable accommodation? Yes No

Are you a veteran of the United States military service? Yes No

If yes, what branch? \_\_\_\_\_ Date of discharge? \_\_\_\_\_

Primary duties: \_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of, or served a sentence for, any type of criminal offense, other than a minor traffic violation, within the last seven years? Yes No If yes, please describe the circumstances: \_\_\_\_\_  
\_\_\_\_\_

*(Note: A conviction record will not necessarily be a bar to your employment with our Company. Factors such as the age and type of offense, the seriousness and nature of the violation, your rehabilitation, and the position for which you are applying will be taken into account.)*

Are you currently facing any criminal charges or is there any warrant currently outstanding for your arrest?

Yes  No If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Desired starting date: \_\_\_\_\_ Initial salary/wage desired: \_\_\_\_\_

**Special Skills and Qualifications**

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our Company. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employment Experience

Are you employed now?  Yes  No If so, may we contact your current employer?  Yes  No

Person to contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 \_\_\_\_\_

If we may not contact your present employer, please explain why: \_\_\_\_\_

Are you on layoff, subject to recall by another employer?  Yes  No

*Please list below all of your previous employers, beginning with your current or most recent employer. Use additional paper, if necessary.*

Dates	Name & Address of Employer	Salary or Wage You Received	Position Held
From			
To			
Summary of job responsibilities			
Reason(s) for leaving		Former supervisor's name, telephone number	
Dates	Name & Address of Employer	Salary or Wage You Received	Position Held
From			
To			
Summary of job responsibilities			
Reason(s) for leaving		Former supervisor's name, telephone number	
Dates	Name & Address of Employer	Salary or Wage You Received	Position Held
From			
To			
Summary of job responsibilities			
Reason(s) for leaving		Former supervisor's name, telephone number	
Dates	Name & Address of Employer	Salary or Wage You Received	Position Held
From			
To			
Summary of job responsibilities			
Reason(s) for leaving		Former supervisor's name, telephone number	

## Educational Experience

Type of School	Name and Address	Number of Years Attended	Did You Graduate?	Subjects Studied
High School			Yes   No	
Trade, Business or Technical School			Yes   No	
College			Yes   No	
Other Special Studies			Yes   No	

## Personal References

*Please provide the names of three persons not related to you, whom you have known at least one year.*

Name	Address	Telephone	Occupation	Years known

## 2K General Office Use Only

Hire Date	Position Hired For	Starting Rate	Officers Initials

## Applicant's Certification and Agreement

*PLEASE READ THIS SECTION CAREFULLY BEFORE SIGNING BELOW.*

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that, if I am hired by the Company, my employment is at-will -- meaning that it is for no definite period of time and can be terminated by me or by the Company, with or without cause or notice, at any time. I also understand that no representative of the Company, other than the President, has the authority to enter an agreement with me contrary to the foregoing, and I understand that any agreement that the President might enter with me contrary to the foregoing must be in writing to be enforceable.

I hereby give the Company the right to make a thorough investigation of my past employment, education and activities, and to contact my references, and I release from all liability all persons and companies supplying such information. I indemnify the Company against any liability which might result from making such an investigation. I waive all rights to bring any action for defamation, invasion of privacy or any similar cause against anyone contacted as a result of what he or she may say about me.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Company and me for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Company unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the Company retains a similar right.

I further agree to take any lawful pre-employment drug screen that might be required by the Company as a condition of my being considered for employment, and I agree to take any other lawful medical examination that might be required by the Company as a part of any conditional offer of employment the Company might extend to me.

I understand that this application is current for 60 days only. At the conclusion of this time, if I have not heard from the Company and still want to be considered for employment, it will be necessary for me to fill out a new application. I certify that the facts contained in this Application are true and complete to the best of my knowledge and I understand that, if I am employed, any statements I have falsified on this Application shall be grounds for immediate dismissal. I also understand that, if employed by the Company, I am required to abide by all of the Company's rules and regulations.

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

Applicant's signature: \_\_\_\_\_

Click the "Submit your application" button to email your application for approval.

If you are having trouble sending the form, you can save it to your computer and then email it directly to [clayton.morgan@2kgeneral.com](mailto:clayton.morgan@2kgeneral.com).

Please clear the form after you have submitted your application by clicking the "Clear the form" button.