

Date: _____

Employment Application

Karco Inc.



“An Equal Employment Opportunity Employer”

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status or the presence of a medical, physical or mental disability.

(Please print)

Name: _____
Last First Middle

Address: _____
Street Address City State Zip Code

Telephone #: _____ Social Security #: _____

1. Do you have the legal right to live and work in the USA? Yes ____ No ____
2. Position applying for: Assistant manager ____ Full-time store clerk ____ Part-time store clerk ____
3. Are you willing to work:
Nights? Yes ____ No ____ Overtime? Yes ____ No ____ Weekends? Yes ____ No ____ Holidays? Yes ____ No ____
4. Desired starting pay \$ _____ per hour. When could you begin work? ____/____/____.
5. Are you restricted on hours and days you are available for work? Yes ____ No ____
Explain _____
6. Are you related to anyone employed by Karco, Inc.? Yes ____ No ____
If yes, location where relative works: _____
7. Do you have reliable transportation to work as scheduled? Yes ____ No ____
Explain _____
8. Is there any reason you cannot regularly report to work? Yes ____ No ____
Explain _____

While physical disabilities do not prevent your employment with Karco, you may be required to carry out some tasks that involve physical activity. Because of this, please answer the following questions:

1. Lifting of items up to 35 lbs. may be required in the course of your employment. Are you able to do so? Yes ____ No ____ If no, please explain: _____

2. Constant physical activity (i.e. assisting customers, stocking shelves, cleaning the facilities and grounds, etc.) is necessary. Are you able to be physically active the entire shift?
Yes ____ No ____ If no, please explain: _____

3. Are you presently using narcotics? Yes ____ No ____ Unsure ____ If other than no, please explain: _____

Employment History

Please give accurate and complete information, (full-time and part-time). Start with the most recent job and go back to your first job. Include any Armed Forces duty (dates and branch only).

Company Name: _____ Address: _____ Name of Supervisor: _____ State job title/describe work: _____ _____ _____ _____	Company Telephone No.: (____) ____- _____ Employment Dates: _____ to _____ Start Pay Last Pay FT PT _____ _____ Reason for Leaving: Voluntary: Yes ____ No ____ Explain: _____ _____ _____
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Company Name: _____ Address: _____ Name of Supervisor: _____ State job title/describe work: _____ _____ _____ _____	Company Telephone No.: (____) ____- _____ Employment Dates: _____ to _____ Start Pay Last Pay FT PT _____ _____ Reason for Leaving: Voluntary: Yes ____ No ____ Explain: _____ _____ _____
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Company Name: _____ Address: _____ Name of Supervisor: _____ State job title/describe work: _____ _____ _____ _____	Company Telephone No.: (____) ____- _____ Employment Dates: _____ to _____ Start Pay Last Pay FT PT _____ _____ Reason for Leaving: Voluntary: Yes ____ No ____ Explain: _____ _____ _____
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If you need additional space, please continue on a separate sheet of paper.

1. Did you work for any of these employers under a different name? Yes___ No ___
If yes, which employer(s) and under what names(s)? _____

2. Have you ever worked for KARCO, Inc. before? Yes___ No___
If yes, When?_____ Where? _____ Reason for leaving?

3. Were you referred by a One Stop employee? Yes___ No___ If yes, whom _____
4. Summarize special skills and qualifications you have that may qualify you for the applied position. _____

5. May we contact the employers listed on page 2? Yes___ No___ If no, which ones may we contact?

6. Please list a business reference, personal reference and a relative.

Company Name	Contact Person	Address	City	IL	Telephone #
Personal Reference	Address		City	IL	Telephone #
Relative Reference	Relationship	Address	City	IL	Telephone #

Record of Education

School Type	Name & Address of School	Course of Study	Last Year Completed	Graduated
Elementary			5 6 7 8 Circle	Yes No
High			9 10 11 12 Circle	Yes No
College			1 2 3 4 Circle	Yes No
Other			1 2 3 4 Circle	Yes No

Security

Are you willing to take a written honesty or urinalysis drug test now or in the future? Yes ___ No ___
If no, please explain: _____

Have you ever been convicted of a crime other than a routine traffic violation? Yes ___ No ___

Note: Conviction of a crime will not necessarily disqualify you from consideration for employment; however, deception as to their existence or falsification of their exact nature will result in denial or termination of employment. In considering your conviction record, factors such as the time of offense, seriousness and nature of the violation, and rehabilitation will be taken into consideration.

	<u>Date</u>	<u>Violation</u>	<u>Disposition</u>	<u>Court Location</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Application for Employment and Agreement of Employment to and with Karco, Inc.

Unconditional Release

Equal Opportunity Employer M/F

(Applicant Please Read Carefully)

I agree to comply with all rules of KARCO, Inc. I hereby affirm and declare that all the foregoing statements are true and correct, and that I have not knowingly withheld any fact that would, if disclosed, affect my application unfavorably, I hereby authorize KARCO, Inc. to conduct any investigation it deems necessary with respect to information set forth on this application. I also hereby authorize KARCO, Inc. to release such information together with their opinions on these matters without any liability for any damage whatsoever caused either directly or indirectly by giving or receiving such information or opinions. I authorize my former or present employer; schools, colleges, and universities; utility companies; credit, finance bureau offices; personal references and or any other person or persons, to give any information they have concerning my character, credit and employment record. I hereby unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information.

More specifically, I hereby authorized the Chief of Police, and/or any and all members of any Police Department in any local area where I have lived and/or worked; or any other concerned law enforcement agency, to furnish any information they may have concerning me which they have on record or otherwise. I hereby release the Chief of Police and/or any and all member of the aforesaid Police and any other law enforcement agency wherever situated, from any and all liability resulting form the furnishing of this information. It is understood that any false statement or omission on this application may be considered as sufficient cause for rejection of this application, or dismissal, if already employed by KARCO, Inc.

I UNDERSTAND THAT NOTHING CONTAINED IN ANY OF KARCO, INC. POLICIES AND PRODCEDURES, AND NOTHING SAID TO ME BY ANY REPRESENTATIVE OF KARCO, INC. SHALL BE DEEMED TO CREATE ANY CONTRACT OF EMPLOYMENT BETWEEN ME AND KARCO, INC. AND THAT MY EMPLOYMENT MAY BE TERMINATED BY ME OR KARCO, INC. AT ANY TIME FOR ANY REASON WITHOUT ADVANCE NOTICE ONE TO THE OTHER.

As a part of our review of your application, and in reliance upon your wavier of any confidentiality, we may request or compile an investigative consumer report including information as to your character, general reputation, personal characteristics, and mode of living, and personal finances. If so, you are entitled to a copy of any such report upon written request. Public Law 91-508.

Date

Full Name of Applicant

Math Test

Please complete all questions. Unanswered questions will be counted as incorrect answers. This is NOT a timed test. Check your answers before turning in your paper.

1.
$$\begin{array}{r} .89 \\ \times 3 \\ \hline \end{array}$$

2.
$$\begin{array}{r} 4.65 \\ - .99 \\ \hline \end{array}$$

3.
$$\begin{array}{r} 5.99 \\ - 2.48 \\ \hline \end{array}$$

4. $4\sqrt{2.29}$

5.
$$\begin{array}{r} 55 \\ \times 8 \\ \hline \end{array}$$

6.
$$\begin{array}{r} .88 \\ .90 \\ .31 \\ 1.49 \\ 3.99 \\ + .99 \\ \hline \end{array}$$

7.
$$\begin{array}{r} 5.00 \\ - 2.17 \\ \hline \end{array}$$

8.
$$\begin{array}{r} 967,889,435 \\ - 967,874,657 \\ \hline \end{array}$$

9.
$$\begin{array}{r} 1,000,079,867 \\ - 998,796,988 \\ \hline \end{array}$$

10. 8 dozen = _____

11.
$$\begin{array}{r} .39 \\ \times 8 \\ \hline \end{array}$$

12. $3 \overline{)2.99}$

13. If you came in at 7:30 and got off work at 2:45, how many hours and minutes would you put on your time sheet for the time worked? _____

14. Thirty-seven nickels is how much in dollars and cents? _____

15. If your lunch break came at 11:50 A.M. and you got a 45-minute break, what time would you have to be back on the job? _____

16. If apples were \$3.99 per dozen and the customer only wants 6, how much would you charge the customer? _____

17. Gas is priced \$1.37 per gallon for credit card price, and your store gives a 5-cent (.05) per gallon discount for cash, how much would you charge a "cash" customer for 5 gallons of gas? _____

18. The limit on money orders is \$299.00, you have a customer who wants \$700.00 in money orders, how many money orders will you have to sell him? _____

19. A customer gives you a twenty-dollar bill (\$20.00) for purchases totaling \$12.83. How will you give him change using the least number of bills and coins? 10's _____ 5's _____ 1's _____ quarters _____ dimes _____ nickels and _____ pennies.

20. Based on your own best judgment which of the following checks would you take?
(Circle all correct answers)

- a. An out-of-town check from a person with no I.D.
- b. A check from an in-town customer who had no check cashing card, but who already put \$10.00 worth of gas in his car.
- c. A traveler's check.

Applicant Name _____

Date _____