

# EMPLOYMENT APPLICATION

Please email this completed form and Resume (if available) to [general@KISSABA.com](mailto:general@KISSABA.com)



Today's Date Full Name (first middle last) Preferred Name/Nickname

Date of Birth Social Security Number Phone Alternate Phone Email Address

Street Address City State Zip Code

**Preferred type of job** (check all that apply): Full Time Part Time Temporary

**Preferred schedule** (check all that apply): Weekdays Weekends Evenings Nights

**Have you ever worked for KISS ABA?** No Yes Dates

**How did you hear about us?** Ad Other Referral

**Do you know anyone who works at KISS ABA?** No Yes Employee Name

**Desired Pay:** Hourly Annually

**When are you able to start work?** Date

**In what local area do you prefer to work?**

**Desired position:**

**Are you authorized to work in the United States?** Yes No

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, *Keeping It Specially Simple, LLC* will verify the status of every individual offered employment with the Company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

**Are you capable of performing the essential functions of the job for which you are applying without a reasonable accommodation?** Yes No

**If you are under 18 years of age can you provide a work permit?** n/a Yes No

## WORK EXPERIENCE

Please list your most recent job first.

You may skip this Section if emailing your Resume with this Application.

FROM  Month / Year	COMPANY NAME			YOUR POSITION and TITLE
	NO. & STREET			SUPERVISOR'S NAME, TITLE and POSITION
	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER
TO  Month / Year	TYPE OF BUSINESS			
	TELEPHONE NUMBER		TERMINATION VOLUNTARY INVOLUNTARY	REASON
	BRIEFLY DESCRIBE YOUR MAJOR DUTIES			

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	BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u>			

**WORK EXPERIENCE (continued)**

FROM  Month / Year	COMPANY NAME			YOUR POSITION and TITLE
	NO. & STREET			SUPERVISOR'S NAME, TITLE and POSITION
	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER
TO  Month / Year	TYPE OF BUSINESS			
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	BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u>			

## EDUCATION

NAME AND ADDRESS OF SCHOOL	MAJOR / FIELD OF STUDY	GRADUATION DATE (IF APPLICABLE)	TYPE OF DEGREE OR DIPLOMA
HIGH SCHOOL OR PREP			
COLLEGE			
COLLEGE OR GRADUATE			
OTHER			

## PROFESSIONAL DESIGNATIONS

DESIGNATION	ORGANIZATION GRANTING DESIGNATION	DATE COMPLETED
DESIGNATION	ORGANIZATION GRANTING DESIGNATION	DATE COMPLETED

## PROFESSIONAL LICENSES

TYPE OF LICENSE	STATE GRANTING LICENSE	LICENSE NUMBER
TYPE OF LICENSE	STATE GRANTING LICENSE	LICENSE NUMBER

## REFERENCES Please provide three professional references.

NAME	RELATIONSHIP	COMPANY	PHONE/ALTERNATE PHONE

## PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION

I have submitted this form to the company for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate the company to further process my application.

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the Company's employ.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with the Company in the position I am seeking.

***I understand that this application is not an employment contract for any specific length of time between the Company and me, and that in the event I am hired, my employment will be "at will" and either the Company or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by the Company to its employees is intended to or can create an employment contract, an offer of employment or any obligation on the Company's part. The Company may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.***

References: I hereby authorize the company and its agents to make such investigations and inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form. Furthermore, I authorize the company and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

Temporary/Contract Employment: If employed as a temporary or contract employee, I understand that I may be an employee of the company and not of any client. If employed, I further understand that my employment is not guaranteed for any specific time and may be terminated at any time for any reason. I further understand that a contract will exist between the company and each client to whom I may be assigned which will require the client to pay a fee to the company. In the event that I accept direct employment with the client, I agree to notify the Company immediately should I be offered direct employment by a client (or by referral of the client to any subsidiary or affiliated company), either for a permanent, temporary (including assignments through another agency), or consulting positions during my assignment or after my assignment has ended.

**SIGNED:**

**DATE:**