





KL Paymaster, LLC  
Frank Crum

# EMPLOYMENT APPLICATION

## Educational Background

TYPE OF SCHOOL	NAME / CITY	# OF YEARS ATTENDED	GRADUATED	COURSE / MAJOR
High School			Yes No	
College			Yes No	
Post Graduate			Yes No	
Business or Trade			Yes No	
Other				

## Employment History:

List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer: \_\_\_\_\_

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Starting Rate: \$ \_\_\_\_\_ Final Rate: \$ \_\_\_\_\_

Summarize the nature of the work performed and job responsibilities:

\_\_\_\_\_

Immediate Supervisor & Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact for reference / verification? Yes No Later

Employer: \_\_\_\_\_

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Starting Rate: \$ \_\_\_\_\_ Final Rate: \$ \_\_\_\_\_

Summarize the nature of the work performed and job responsibilities:

\_\_\_\_\_

Immediate Supervisor & Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact for reference / verification? Yes No Later

Employer: \_\_\_\_\_

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Starting Rate: \$ \_\_\_\_\_ Final Rate: \$ \_\_\_\_\_

Summarize the nature of the work performed and job responsibilities:

\_\_\_\_\_

Immediate Supervisor & Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact for reference / verification? Yes No Later



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**References:**

List name and telephone number of three business/work references that are not related to you. If not applicable, list three school or personal references that are not related to you, whom have knowledge of your work ethic, experience and abilities.

NAME	PHONE #	YEARS KNOWN	RELATIONSHIP

I certify that the facts contained in this application and/or interview(s) are true and complete. Any misrepresentation or falsification of information or significant intentional omissions may be cause for rejection of my application or for post-employment discipline up to and including dismissal from employment if discovered at a later date.

I understand that if employed I will be an employee-at-will. As an employee-at-will, I understand that my employment is not guaranteed for any term, and my employment may be terminated by the employer or myself at any time and for any or no reason with or without prior notice. No representative of this company other than the President is authorized to make any assurance or promise of continued employment and any such assurance must be in writing signed by both parties. I further understand the employer reserves the right to modify compensation, as well as any other terms and conditions of employment, at any time.

If I am employed, I agree to comply with and be bound by all rules of conduct of this company as set forth in the employee handbook and all other forms of communication.

If I am hired, this form will be transferred to my individual personnel file (electronic or paper). If I am not hired or have not heard from this employer within 180 days, this application is no longer active and I will need to reapply for employment if I wish to be considered for a job with this company. Unsolicited applications may be kept for a shorter duration.

I agree to submit to a drug test during employment under the terms of the employer’s drug testing policy, which may include testing based on reasonable suspicion of abuse or influence as well as post-accident and/or post-injury testing.

In accordance with federal law, I understand that I must submit satisfactory proof of identity and eligibility to work in the United States within three (3) days of being hired to comply with Department of Homeland Security requirements.

KL PAYMASTER LLC, is an Equal Opportunity Employer. This employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant’s consideration for employment on a basis prohibited by federal, state or local law.

KL PAYMASTER LLC, complies with the Americans With Disabilities Act and reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the position.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_