

KALWALL CORPORATION APPLICATION FOR EMPLOYMENT

Kalwall Corporation is an equal opportunity employer. Kalwall Corporation does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by Federal, State, or local law.

By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring an accommodation to complete the application and/or interview process should contact a management representative or Human Resources.

PERSONAL INFORMATION *(Please complete all fields.)*

NAME		DATE
ADDRESS		
E-MAIL ADDRESS	HOME PHONE #	MOBILE PHONE #
IF HIRED, CAN YOU PRESENT EVIDENCE OF YOUR IDENTITY AND LEGAL RIGHT TO WORK IN THIS COUNTRY? Yes No	ARE YOU AT LEAST 18 YEARS OR OLDER? Yes No	
PREFERRED SHIFT?	CAN YOU WORK OVERTIME, INCLUDING WEEKENDS? Yes No	
ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT A REASONABLE ACCOMMODATION? Yes No		

EMPLOYMENT DESIRED

DATE YOU CAN START	HOURLY RATE/SALARY DESIRED
POSITION DESIRED	ARE YOU CURRENTLY EMPLOYED? Yes No

REFERRAL SOURCE

HOW DID YOU HEAR ABOUT US?	DO YOU KNOW ANYONE WHO WORKS FOR OUR COMPANY? Yes No If yes, who?
HAVE YOU EVER WORKED FOR ANY OF THE KELLER GROUP OF COMPANIES – KALWALL CORPORATION, KELLER PRODUCTS INC., STRUCTURES UNLIMITED INC., ROBERT R. KELLER & ASSOCIATES, INC? Yes No If yes, which one?	

EDUCATION

	NAME AND LOCATION OF SCHOOL	DEGREE RECEIVED	SUBJECTS STUDIED/MAJOR
High School			
College or University			
Trade, Business or Correspondence School			

EMPLOYMENT HISTORY

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time.

FROM	TO	EMPLOYER NAME	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING			

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REASON FOR LEAVING			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for?

Yes No If yes, explain?

PLEASE READ CAREFULLY BEFORE SIGNING.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Kalwall Corporation to hire me. If I am hired, I understand that either Kalwall Corporation or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Kalwall Corporation has the authority to make any assurance to the contrary. I understand that the successful outcome of a pre-employment background check and drug test will be a condition of employment. I attest with my signature below that I have given to Kalwall Corporation true and complete information on this application. No requested information has been concealed. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature _____ Date _____

IMPORTANT: Once you have filled out this form and provided your signature and date, please save/download the PDF to your computer and email, fax or mail it to our Human Resources Department.

Kalwall Corporation | Attention: Human Resources | PO Box 237, Manchester, NH 03105
 Email: careers@kalwall.com | Fax: 603-669-3873

OFFICE USE ONLY:

INTERVIEW Yes No	DATE	HOUR
RESULT OF INTERVIEW		
ACCEPTABLE FOR EMPLOYMENT Yes No	STARTING RATE	STARTING DATE
SHIFT	OCCUPATION	DEPARTMENT