



APPLICATION FOR EMPLOYMENT

(Please Print)

2160 Industrial Drive
Madison, WI 53713
608-224-2080
Fax: 608-224-2085

We are an equal opportunity employer, dedicated to a policy of nondiscrimination on any basis including but not limited to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, sexual preference or disability that does not prohibit performance of essential job functions and any other characteristic protected by local, state or federal law. All qualified persons are welcome to submit application for employment. This application will be considered current for 30 days from it's date. After that period, a new application must be submitted if you still desire employment with us.

941 F Ashwaubenon St.
Green Bay, WI 54304
414-983-2334
Fax: 414-983-2337

DATE: \_\_\_\_\_

I. PERSONAL INFORMATION

NAME: LAST FIRST MIDDLE

1021 2nd Ave
La Crosse, WI 54650
608-779-1502
Fax: 608-779-1503

PRESENT ADDRESS

PERMANENT ADDRESS (IF DIFFERENT THAN ABOVE)

www.klein-dickert.com

SOCIAL SECURITY #

TELEPHONE #

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc..) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

POSITION APPLIED FOR: \_\_\_\_\_

1. Is there any information we would need about your name or use of another name for us to be able to check your work record? Please Specify:

\_\_\_\_\_

2. How were you referred to Klein-Dickert?

\_\_\_\_\_

3. Have you ever been convicted of a misdemeanor or felony? Yes No
Are you currently subject to a pending criminal charge? Yes No
If yes to either question, please provide further information as to the offense(s), date location and specifics. (We will consider this matter only as it may substantially relate to the job for which you are applying).

\_\_\_\_\_

\_\_\_\_\_

Auto Glass

Paint Contracting

II. EDUCATION HISTORY

(School: Name/Location Years Completed Degree/Diploma)

High School: \_\_\_\_\_

Tech. Training: \_\_\_\_\_

College: \_\_\_\_\_

Other (any other training or apprenticeship programs you consider relevant to the position for which you are applying):

III. EMPLOYMENT RECORD: (Please include all employment for the last 10 years.)

1. \_\_\_\_\_  
 Company Name (Current/Most Recent Employer) Position Held  
 \_\_\_\_\_  
 Dates Employed: \_\_\_\_\_  
 \_\_\_\_\_  
 Address From To  
 \_\_\_\_\_  
 Manager / Supervisor Telephone Wage/Salary

Reason For Leaving

2. \_\_\_\_\_  
 Company Name Position Held  
 \_\_\_\_\_  
 Dates Employed: \_\_\_\_\_  
 \_\_\_\_\_  
 Address From To  
 \_\_\_\_\_  
 Manager / Supervisor Telephone Wage/Salary

Reason For Leaving

3. \_\_\_\_\_  
 Company Name Position Held  
 \_\_\_\_\_  
 Dates Employed: \_\_\_\_\_  
 \_\_\_\_\_  
 Address From To  
 \_\_\_\_\_  
 Manager / Supervisor Telephone Wage/Salary

Reason For Leaving

NOTE: Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application.

IV. REFERENCES: (Include only those who are familiar with your work history and work related skills. Please do not include relatives)

1. \_\_\_\_\_  
 Name Occupation Years Known  
 \_\_\_\_\_  
 Address Telephone

2. \_\_\_\_\_  
 Name Occupation Years Known  
 \_\_\_\_\_  
 Address Telephone

3. \_\_\_\_\_  
 Name Occupation Years Known  
 \_\_\_\_\_  
 Address Telephone

V. WORK AVAILABILITY

1. If your application receives favorable consideration, when will you be available to begin work?  
 \_\_\_\_\_

2. Will you work overtime? ( ) YES ( ) NO

3. Can you work overtime without prior notice? ( ) YES ( ) NO

4. Can you work on Saturday? ( ) YES ( ) NO

5. Can you travel if required by this position? ( ) YES ( ) NO

6. Is there any reason why you may not be able to do your job, get to work on time, and maintain regular attendance? ( ) YES ( ) NO (If yes, please explain)  
 \_\_\_\_\_

7.a. If the position requires the use of a motor vehicle, do you have a valid WI driver's license?  
 ( ) YES ( ) NO

b. If the position requires the use of a commercial driver's license, do you have a valid WI commercial driver's license? ( ) YES ( ) NO

c. WI driver's license number: \_\_\_\_\_

d. Has your driver's license been revoked or suspended in the last 3 years? ( ) YES ( ) NO

If yes, please explain: \_\_\_\_\_

e. Have you had any moving violations or accidents in the last 3 years? ( ) YES ( ) NO

If yes, please show details below:

Month/Year	Description of Violation	Month/Year	Description of Violation
_____	_____	_____	_____
_____	_____	_____	_____

8. Will you abide by the safety rules of this company? ( ) YES ( ) NO

VI. SALARY AND HOURLY RATE REQUIREMENTS:

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ \_\_\_\_\_ per \_\_\_\_\_

## AUTHORIZATION, RELEASE, AND CERTIFICATION

Please read this section carefully and acknowledge your understanding by signing your name in the space provided.

### 1. CONSENT TO CONDUCT BACKGROUND INVESTIGATION

As a condition of and in consideration for Klein-Dickert's consideration of this application, I give permission to Klein-Dickert to investigate my personal and employment history. I understand that this background investigation will include, but not be limited to, verification of all information on this application, criminal charges or conviction, as well as interviews with past employers. In accordance with federal, state and local law, pending criminal charges or any convictions will not be considered unless they are substantially related to circumstances of the particular job. Convictions and pending charges not reported will be cause for disqualification of your application.

### 2. CONSENT TO CONTACT PAST EMPLOYERS

I give permission to Klein-Dickert to contact all employers listed in this application for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with Klein-Dickert, consent to the release of such information orally or in writing, and hereby release them and Klein-Dickert from all liability and agree not to sue them for defamation or other claims based upon any statements they make to any representative of Klein-Dickert. I further waive all rights I may have under stated law to receive a copy of any written statement provided by any of my former employers to Klein-Dickert. I further agree to indemnify all past employers and Klein-Dickert for any liability they may incur because of their reliance upon this release.

### 3. CONSENT TO CONTACT GOVERNMENT AGENCIES

I give permission to any agent, attorney or representative of Klein-Dickert to receive a copy of any information obtained in the file of any federal, state or local court, governmental agency, law enforcement agency or investigator concerning or relating to me. I further consent to the release of such information and waive any right under state law concerning notification of the request for a release of such information. In the event a state law does not provide for prospective employers to have access to information, I hereby delegate Klein-Dickert as my agent for receipt of information. I understand that the scope of this will be limited to criminal and/ or civil records that relate to my honesty, integrity, abilities and/or work history.

### 4. COOPERATION WITH INVESTIGATION

I agree to fully cooperate in Klein-Dickert's background investigation, and to sign any waivers or releases that may be necessary to obtain access to relevant information. In the event that any former employer or federal, state or local governmental agency will not release reference information of criminal history information directly to the employer, I agree to personally request such information to the extent permitted by law.

### 5. FALSIFICATION STATEMENT

I understand that any falsification or willful omission of fact made in this application or in connection with any background investigation may be sufficient grounds for rejection of this application, or, if discovered after an offer of employment, for immediate dismissal.

### 6. EMPLOYMENT AT WILL

In consideration of my employment, I agree to conform to the rules and regulations of Klein-Dickert, and my employment and compensation is "at will" in that I can be terminated with or without cause, and with or without notice, at any time, at the option of either Klein-Dickert or myself, except as otherwise provided by law. I understand that no manager or representative of Klein-Dickert, other than the CEO or Executive Vice President (EVP) of Klein-Dickert, has authority to enter in to any agreement for employment for any specified period of time or to make any agreement or contract to the foregoing, and that any promises to the contrary will only be relied upon by me if they are in writing and signed by the CEO or EVP of Klein-Dickert.

### 7. CONSENT TO CONDUCT MEDICAL EXAMINATION

I understand that I may be required to submit to a medical examination if offered a position and that offer is contingent upon the results of the medical examination. I also understand that I may be required to submit to testing for controlled substances or other drugs.

I understand this application will be in active after 30 days. I am aware that this application is for the facility or location referenced above only. I am aware that my birth date will be used for criminal background checks only. I **certify** that all of the statements made by me on this application for employment are true, correct, and complete to the best of my knowledge. I also **certify** that I have read (or have had read to me) and understand this authorization, release, and certification.