



NAME:

EMPLOYMENT APPLICATION

DATE:



EMPLOYMENT APPLICATION

ZAK is an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting an applicant from consideration for employment on any basis prohibited by local, state or federal law. Equal access to employment, services and programs is available to all persons. If you would like assistance or a reasonable accommodation in the application or interview process, please let us know.

Personal

Date: _____

Applicant Name: _____ Social Security #: _____
Last First Middle

Position applied for: _____ Position No. : _____ Salary Requirements: _____

Present Address: _____
Street City State Zip County Length of Time

Previous Address: _____
Street City State Zip County Length of Time

Telephone number (Home): _____ Telephone number (Work): _____
(Area Code) Number (Area Code) Number

Type of employment desired: full-time part-time temporary seasonal

Date you will be available to start work: _____

Can you submit proof of legal identity and eligibility to work in the United States? Yes No

Have you ever worked for our companies before? Yes No

If yes, when? _____

Have you ever applied with any of our companies before? Yes No

If yes, when? _____

Do you have relatives that work for any of our companies? Yes No

If yes, list name and relationship. _____

Do you have objection to working overtime if necessary? Yes No

Can you travel if required by this position? Yes No

If you are under 18, can you furnish a work permit if it is required? Yes No

Have you ever been refused or cancelled from bonding coverage? Yes No

If yes, explain _____

Have you ever been convicted of, pleaded guilty or no contest to any criminal offense (e.g., a misdemeanor or felony) including, but not limited to, crimes of dishonesty or breach of trust? Do include any guilty pleas or convictions pursuant to a pre-trial diversion program. Do not include the following (1) minor traffic violations, other than driving while intoxicated/impaired (DWI) and/or driving under the influence (DUI) in states where such violations are criminal traffic violations and, as such, may result in criminal conviction (2) any convictions or pleas as a youthful defender or juvenile, or (3) any criminal proceedings which have been terminated in your favor (e.g., any acquittals or convictions which have been deleted, voided, invalidated, expunged or sealed by a court). Offense diversions and/or unresolved charges or arrests should not be provided.

If yes, explain _____ Yes No

Have you been charged with or arrested for any criminal offense described above for which you are awaiting disposition, dismissal, termination, further court proceedings or a final resolution? Include any pending criminal case which has been postponed pursuant to a pre-trial diversion or similar program.

If yes, explain _____ Yes No

Note: a criminal offense will not automatically preclude an applicant from consideration. Before reaching a decision on employment, we will carefully review how long ago the conviction or plea occurred, the nature of the offense and the circumstances surrounding the plea.



Employment History

Provide all employment information for the past three employers starting with your present or most recent job.

May we contact your present employer? Yes No

Employer: _____ Position Held: _____

Address: _____ Telephone Number: _____

Immediate supervisor name, title, and phone number: _____

Dates employed from: _____ to _____ Salary beginning: \$ _____ ending \$ _____

Job Duties: _____

Reason for leaving: _____

Employer: _____ Position Held: _____

Address: _____ Telephone Number: _____

Immediate supervisor name, title, and phone number: _____

Dates employed from: _____ to _____ Salary beginning: \$ _____ ending \$ _____

Job Duties: _____

Reason for leaving: _____

Employer: _____ Position Held: _____

Address: _____ Telephone Number: _____

Immediate supervisor name, title, and phone number: _____

Dates employed from: _____ to _____ Salary beginning: \$ _____ ending \$ _____

Job Duties: _____

Reason for leaving: _____



Other Skills and Qualifications

Summarize job-related training, licenses, certificates and other qualifications:

Check all applicable skills:

Typing WPM _____	MS Office _____	Other Software _____
10-Key _____	Salesforce _____	
Data Entry _____ Proof _____	ExactTarget _____	Machine Operator (Type) _____
PBX _____		Other _____
Second Language _____		
	Speak (Fluent) _____	Write (Fluent) _____

Education

(Note to applicant: This application is used for a variety of jobs; therefore, this section may not be completely applicable to the position(s) for which you are applying. If you have any questions about the job requirements for the position(s) in which you are interested, please let us know.)

High School Name _____ Did you graduate? Yes No

Address: _____
Street City State Zip Course of Study _____

College Attended _____ Attended from: _____ to _____

Address: _____
Street City State Zip Course of Study _____

Overall GPA _____ Major GPA _____ Degree Obtained: Bachelor Master Ph.D.

Additional education information: _____

List scholastic honors, offices held and specific courses taken that are applicable to the position for which you are applying:

Business References

List 3 References (do not include relatives):

Name	Company	Position	Telephone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Authorization and Release

I hereby authorize ZAK Products ("ZAK") to contact, obtain, and verify the accuracy of information contained in this application, from all previous employers, educational institutions and references. I RELEASE AND IDEMNIFY ZAK and its representatives, and all other persons providing information relating to my employment application, from all claims related to drug tests, medical examinations, or seeking, gathering and using such information to make employment decisions. This release and indemnity obligation includes all claims, WHETHER THEY ARE ALLEGEDLY CAUSED BY THE COMPANY'S NEGLIGENCE OR OTHERWISE.

I understand that if ZAK extends an offer to me, I will be required to undergo a drug test by medical staff and/or an agent selected by ZAK as a condition of my employment and/or continued employment. I hereby consent to the release of my drug test results to ZAK and understand that my employment is contingent upon successfully passing the drug test. I understand that medical examinations which are job-related and consistent with the ZAK's business necessity may be required of me once I am employed.

I understand and agree that, consistent with applicable law, I am obligated to immediately inform ZAK and update any information including pending criminal cases, criminal convictions, or guilty pleas, no contest to, and entry into pre-trial diversion or similar program concerning prosecution for a criminal offense, and that failure to do so may result in disqualification of my application or termination of employment whenever discovered.

I also understand that if I am employed by ZAK, I will be required to provide satisfactory proof of identity and legal work authorization within three days of my hire date. I acknowledge that if I cannot supply such proof within that time, my employment will be terminated immediately.

I understand that this application is for employment for an indefinite period, not an employment contract or an offer of guaranteed employment. If hired, I understand that either I or the Company may terminate employment at any time, for any reason, with or without notice.

If employed, I agree to comply with all rules and regulations as set out in ZAK's policy manual (which may be modified, deleted, or reinstated, at any time, at the Company's discretion) or other communications distributed to employees.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be disclosed.

I have read and fully understand the information contained on this page of my employment application and have had the opportunity to ask questions about this information.

I declare under penalty of perjury that the information contained in this application, and any accompanying resume, if any, is true and correct.

Applicant Signature _____

Date _____

Referral Source

How were you referred to us? Check one.

- Employment Agency
- Texas Workforce Commission
- Internet
- Personal Initiative
- Advertisement
- Source _____
- On-Campus Recruiting

- Jobline
- Non-employee Referral
- Employee Referral
- Referred By: _____
- Other (specify) _____



A BERKSHIRE HATHAWAY COMPANY

Voluntary Self-Identification Form

Dear Applicant:

The following information is voluntary and requested for statistical purposes only. The intent of our company is that our staff reflect the ethnic composition of the adult workforce of the region. Thank you for your assistance.

Name: _____

Social Security Number: _____ **Gender:** M or F **DOB:** _____

Position for which you are applying: _____

Race/Ethnicity: (Mark only one)
Anglo American/Caucasian
Black/African American
Hispanic/Latino/Mexican American
Native Hawaiian/Other Pacific Islander
American Indian/Alaskan Native
Asian
Two or More Races

Are you a veteran of any U.S. Armed Services? Yes or No

How did you hear about this vacancy?
zakproducts.com - job posting
Referral by friend or employee (please identify): _____
Online Listing (please specify website): _____
Special recruitment activity (please identify): _____
Placement service
Walk In Other: _____