



To be completed by Human Resources	
LOCATION	_____
POSITION	_____
START DATE	_____
PAY RATE	_____
STATUS FT/PT	_____

APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

KoscoHeritage is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, alienage or citizenship, disability, marital status, military status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on KoscoHeritage. Please inform the company's human resources representative if you need assistance completing any forms or to otherwise participate in the application process.

Full Name _____			Date _____	
FIRST	MIDDLE	LAST		
Address _____				
STREET	CITY		STATE	ZIP CODE
Phone Number (_____) _____			Date Available for Work _____	
Alternate Phone Number (_____) _____			E-mail (optional) _____	
Have you previously worked for KoscoHeritage, Kosco or HeritageEnergy?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when? _____		Which Company? _____		Where? _____
Are you legally authorized to work in the United States?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>(If hired, verification will be required consistent with federal law.)</small>				
Are you under the age of 18?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If under the age of 18, please state your age: _____ (the primary reason for this question is to address any child labor laws.)				
How were you referred to KoscoHeritage?				

POSITION INFORMATION

Position Desired? _____		Salary Range Expected (required) _____	
Applying for:	9 Full-time	9 Part-time	

EDUCATION

Type of School	School Name and Location	Highest Grade Completed	Type of Degree	Course of Study or Major
High School or G.E.D. Equivalent		9 10 11 12/GED		
College or University		1 2 3 4		
Vocational or Trade School				
Graduate School				
Other(including military training)				

List any work related certifications or licenses you currently possess:

BACKGROUND INFORMATION

During the past seven years, have you ever been discharge, suspended or asked to resign from any position?

Yes No If yes, please explain. _____

For the purpose of verifying information on this application have you ever worked or attended school under a different name at any of the organizations you have listed? Yes No

If yes, specify name _____

Have you ever been convicted of a crime which has not been expunged or sealed by a court? Yes No Record

You may answer "no record" if a conviction has been sealed or expunged or otherwise statutorily eradicated. If you checked yes, please explain below. A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation.

PROFESSIONAL REFERENCES

List three professional references (other than relatives and those listed as current/former supervisor) that we may contact:

Name	Telephone No. ()
Address	
Email Address	
Name	Telephone No. ()
Address	
Email Address	
Name	Telephone No. ()
Address	
Email Address	

EMPLOYMENT RECORD

List all employment experience for the past seven years, starting with the most recent or present employer. Using a separate section for each position, describe in detail all work experience including periods of unemployment. You may include as part of your employment history any verified work performed on a volunteer basis. **Resumes may not be substituted in lieu of completing the following employment information.**

Current Employer _____ Street Address _____ City, State, Zip _____ Your Position _____ Supervisor's Name/Title _____ May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No Primary Responsibilities _____ _____ _____ _____	Phone (_____) _____ From _____ Month Year To _____ Month Year Reason for Leaving _____ _____ Last Hourly Rate/Salary _____
Previous Employer _____ Street Address _____ City, State, Zip _____ Your Position _____ Supervisor's Name/Title _____ Primary Responsibilities _____ _____ _____ _____	Phone (_____) _____ From _____ Month Year To _____ Month Year Reason for Leaving _____ _____ Last Hourly Rate/Salary _____
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PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment. _____ Initials

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment, and must receive a negative result before being permitted to commence work with KoscoHeritage.

_____ Initials

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment, and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with KoscoHeritage.

_____ Initials

I hereby certify that the information given by me is true in all respects. I authorize KoscoHeritage and its representatives to contact my prior employers and all others for the purpose of verification of the information I have supplied and release same from any liability resulting from the information released I authorize employers, schools and other persons named on this application to provide any information or transcripts requested.

_____ Initials

I understand employment with KoscoHeritage is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

_____ Initials

I expressly understand and agree that, if employed, my employment, having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, by either party (the employer or me) without prior notice to the other, unless otherwise prohibited by law.

_____ Initials

I understand that no representation, whether oral or written, by any representative or agent of KoscoHeritage, at any time can constitute an implied or expressed contract of employment. I further understand no representative or agent of KoscoHeritage has the authority to enter into an agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other terms or condition of employment other than in a document signed by the Director of Human Resources or his/her authorized representative.

_____ Initials

I certify, under penalty of perjury, that all of the above information is true and complete, and I understand that any falsification or omission of information may result in denial of employment or, if hired, may result in termination regardless of the time lapse before discovery.

Note: An offer of employment is conditioned upon complying with KoscoHeritage's requirements including, but not limited to signing a Consent to Conduct Investigation.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's signature _____ Date _____