

POSITION NAME/TITLE APPLIED FOR:

Check all that apply.  Full Time  Part Time  Temporary

<input type="checkbox"/> (1 <sup>st</sup> ) 6am-2pm <input type="checkbox"/> (2 <sup>nd</sup> ) 2pm-10pm <input type="checkbox"/> (3 <sup>rd</sup> ) 10pm-6am <input type="checkbox"/> 12 hr. shift AM / PM	<b>SHIFT APPLYING FOR:</b> <i>Check all that apply.</i> _____ Office hours
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DATE OF APPLICATION

DATE AVAILABLE

PREFERRED Hourly/Salary

**How were you referred to Korona Candles Inc. for employment?**

- Internet \_\_\_\_\_  Other \_\_\_\_\_  Korona Candles Inc. Employee  
 Temp Service \_\_\_\_\_  Word of Mouth \_\_\_\_\_

*Name of employee and if related, explain how:*

\_\_\_\_\_

**Contact Information**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Street address:** \_\_\_\_\_ **Apt #:** \_\_\_\_\_ **Phone #1:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **Phone #2:** \_\_\_\_\_

**General Employment Questions (answer Yes or No)**

- Have you ever been employed by Korona Candles Inc.?.....
- Do you have reliable transportation?.....
- Are you legally authorized to work in the United States?.....
- Will you now or in the future require sponsorship for employment visa status?.....
- If you are under 18 years of age, can you provide proof of your eligibility to work?.....
- Have you ever been convicted of a felony?.....

If yes, please explain and identify the date and court in which your conviction occurred.

*Conviction will not necessarily disqualify an applicant from employment. You need not identify any conviction that has been expunged from your records.*

## EDUCATION

	Name of School	Major/ Course(s) of Study	Years completed	Diploma/Degree received or expected
High School				
College/ University				
Other (Business, Technical, etc.)				
License or Certification				

Please list your special skills. Include computer/software skills, machinery operation, training, and any other special skills that pertain to the position for which you are applying.

List professional, trade, business or civic activities and offices held that have a direct bearing upon your qualifications that relate to the position for which you are applying.

## MILITARY SERVICE

If you have ever been a member of the U.S. Military, list any skills or abilities you acquired while in service that directly relate to the position for which you are applying.

## EMPLOYMENT EXPERIENCE

Start with your most recent experience first. Include related military service assignments and volunteer activities.

1)

Employer	Address	Telephone Number(s)	Dates Employed From _____ To _____
Job Title	Supervisor	May we contact? <input type="checkbox"/>	Hourly Rate/Salary Starting _____ Final _____
Work Performed	Reason for Leaving		

2)

Employer	Address	Telephone Number(s)	Dates Employed From _____ To _____
Job Title	Supervisor	May we contact? <input type="checkbox"/>	Hourly Rate/Salary Starting _____ Final _____
Work Performed	Reason for Leaving		

3)

Employer	Address	Telephone Number(s)	Dates Employed From _____ To _____
Job Title	Supervisor	May we contact? <input type="checkbox"/>	Hourly Rate/Salary Starting _____ Final _____
Work Performed	Reason for Leaving		

4)

Employer	Address	Telephone Number(s)	Dates Employed From _____ To _____
Job Title	Supervisor	May we contact? <input type="checkbox"/>	Hourly Rate/Salary Starting _____ Final _____
Work Performed	Reason for Leaving		

**PROFESSIONAL REFERENCES**

*(Please include at least two current or former supervisors.)*

Name	Phone Number	Relationship/years known

**KORONA CANDLES INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

Korona Candles Inc. provides equal employment opportunities to all applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.

**APPLICANT'S STATEMENT**

1) I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application may be justification for refusal to hire or termination of employment.

2) I further understand that an investigative report may be made as to my character and general reputation. I authorize all past employers, schools, persons and organizations having relevant information or knowledge to provide to Korona Candles Inc. or its duly authorized representative for its use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release employers, schools, persons and organizations from all liability in responding to inquiries in connection with my application.

3) I understand that if offered a position with the Korona Candles Inc., I will be required to submit to a background check and drug screen as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of this pre-employment background check will result in withdrawal of any employment offer or termination of employment if already employed.

4) This application will remain on file for six months from the date it was submitted.

5) I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Korona Candles Inc. is of at-will. If an employment relationship is established, I retain the option, as does Korona Candles Inc., of ending my employment at any time, with or without notice and with or without cause. This is not a contract of employment.

By checking this box and signing my name below, I certify that I understand all the questions and statements in this application.

**Your signature:**

If you have any additional information you want to provide, please e-mail to [humanresources@koronacandles.com](mailto:humanresources@koronacandles.com).

