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**Application for Employment**

**STATEMENT ON NON-DISCRIMINATION**

Kaposia, inc.will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, gender identity and gender expression, disability, age, marital status, familial status, membership or activity in a local human rights commission, status regarding public assistance, activity in local commissions, veteran’s status and any other category protected by law.

# EMPLOYMENT AT WILL

I understand that in no event shall my hiring be considered as creating a contract between Kaposia, inc. and myself and unless otherwise provided in writing, such relationship shall be defined as “employment at will”, where either the employee or Kaposia can end the employment relationship with or without cause, at any time.

**Job Postings: www.kaposia.com/careers**

**Telecommunication Device for the Deaf: 651-224-6974**

**FAX: 651-224-7249**

***The data in this application can be collected, if required, in an alternate manner. Write to Kaposia, inc. Human Resources Department at: 223 Little Canada Road E., Ste. 100, Little Canada, MN 55117 or call 651- 789-2804.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Application:** |       | **POSITION APPLYING FOR:** |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FIRST NAME:** |       | **LAST NAME:** |       | **M.I.:** |       |
| **ADDRESS:** |       |
| **ADDRESS:** |       |
| **CITY:** |       | **STATE:** |       | **ZIP:** |       |
| **TELEPHONE: HOME:** |       | **CELL:** |       | **OTHER:** |       |
| **E-MAIL:** |       |

Minnesota Statue 245d.09 requires individual's holding this position be at least 18 years of age. Do you meet this requirement? [ ]  Yes [ ]  No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Availability**: Immediately [ ]  | Upon |       | weeks notice Date Available: |       |

Please check which work schedule you’re available for: [ ]  Full Time[ ]  Part Time [ ]  Temporary On-Call

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| List highest level of education or Trade School | List Major/Minor | Degree Certificate Received |
|       |       |       |
|       |       |       |

**EMPLOYMENT HISTORY / PLEASE TYPE OR PRINT CLEARLY / Current or most recent employer**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer (Company Name): |       | Phone: |       |
| Address: |       |
| Job Title: |       | Supervisor: |       |

 [ ]  Full Time [ ]  Part Time [ ]  Temporary On-Call

Employment Dates: From (Month/Year):       to (Month/Year):

|  |  |
| --- | --- |
| Major Job Duties: |  |
|       |
|       |
|       |
| Computer software/hardware used: |       |
| Reason for Leaving: |       |
| **May we contact your current/previous employer for a reference?** [ ]  **YES** [ ]  **YES, but not until job is offered.** **🞎 NO (We may be unable to hire you without this information.) Please submit other references.** |

**Please provide your resume outlining other employment.**

**IMPORTANT DISCLAIMER AND SIGNATURE - - PLEASE READ BEFORE SIGNING**

### CONDITIONAL OFFER OF EMPLOYMENT*: If I receive a conditional offer of employment, I understand that I will be the subject of a criminal background study and finger printing, a profile assessment, and motor vehicle record check. I hereby consent to such screening and record checks. Also, Kaposia has the right to verify information provided in the application and resume. False information may subject an applicant to the penalty provisions of M.S. 43A.39. In connection with this application for employment, I authorize Kaposia, inc. and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application or included on my resume, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release Kaposia, inc. and any agent acting on its behalf from all liability of whatsoever nature by reason of requesting such information from any person.*

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***I declare that all information provided is true and complete and acknowledge that I have read and understand the information above. Providing misinformation given on this application may result in discharge if I am employed.***

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |       | Print Full Name |       |
| Date: |       |  |  |

**Kaposia, inc. is an Equal Opportunity, Affirmative Action Employer**