



Employment Application

OFFICE USE ONLY: Received by _____ Rec'd at _____ Date _____		
Archive _____	1st Interview _____	2nd Interview _____

Notice to Applicant: We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, citizenship, age, physical or mental disability, or any other characteristics. The information in this application will not be the only basis for hiring decisions. You are not required to furnish any information that is prohibited by federal, state, or local law.

Instructions: We appreciate your interest in Knight Resources Limited Partnership and are interested in your qualifications. A clear understanding of your background and work history will aid us in evaluating your qualifications and in giving your application full consideration. Please answer all questions fully and accurately.

Personal Information

Last Name		First Name		Middle Name			
Address		Apt #	City	CA	Zip Code		
Daytime Phone (w/ area code)		Alternate Phone		E-mail Address:			
Position(s) Applying For		Are You seeking <input type="checkbox"/> Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary Work?					
Minimum Salary Desired?		Please indicate the hours you are available to work (Saturdays are generally required):					
		Mon	Tue	Wed	Thu	Fri	Sat
If we offer you a position when will you be able to begin work?		Have we previously employed you? If so when?		Have you ever applied to us before? If so when?			
How did you hear of this opening?		If someone referred you, name them.		If related to anyone in our employ, state that person's name:			
Have you ever used another name? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state		Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you at least 16 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you are under 18, a work permit may be required prior to working.</i>					
If hired, can you present proof of your legal right to live and work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you willing and able to perform the essential functions of the job for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you willing to work overtime, as may be required by the job for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain		Are you willing and able to report to work on time and attend work on a regular and consistent basis as scheduled? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain					
Have you been convicted of a felony within the last seven years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:		Have you been convicted of a misdemeanor that resulted in imprisonment in the last seven years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:					
<i>Such a conviction will not necessarily disqualify an applicant from employment.</i>		<i>Such a conviction will not necessarily disqualify an applicant from employment.</i>					
Are you presently out on bail or on your own recognizance pending trial?		<input type="checkbox"/> Yes <input type="checkbox"/> No					

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Business Experience Start with your present or most recent position and include all employment history for the past five years. Use additional sheets if necessary. *Please fill out completely even if submitting a resume with your application.*

Are you currently employed? Yes No If employed, may we contact your present employer? Yes No

A. Firm Name		Address (Street, City, St, Zip)		Phone:	
Kind of Business			Start Date:	End Date:	(month/date/year)
Title		Initial Pay Rate		Final Pay Rate	
Principal Duties:					
Name & Title of immediate supervisor:				Phone:	
What do/did you like most about this job?					
What do/did you like least?					
Reason for leaving?					

B. Firm Name		Address (Street, City, St, Zip)		Phone:	
Kind of Business			Start Date:	End Date:	(month/date/year)
Title		Initial Pay Rate		Final Pay Rate	
Principal Duties:					
Name & Title of immediate supervisor:				Phone:	
What do/did you like most about this job?					
What do/did you like least?					
Reason for leaving?					

C. Firm Name		Address (Street, City, St, Zip)		Phone:	
Kind of Business			Start Date:	End Date:	(month/date/year)
Title		Initial Pay Rate Per -		Final Pay Rate Per -	
Principal Duties:					
Name & Title of immediate supervisor:				Phone:	
What do/did you like most about this job?					
What do/did you like least?					
Reason for leaving?					

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Business Experience Continued:

D. Firm Name	Address (Street, City, St, Zip)	Phone:
Kind of Business	Start Date:	End Date: (month/date/year)
Title	Initial Pay Rate Per -	Final Pay Rate Per -
Principal Duties:		
Name & Title of immediate supervisor:		Phone:
What do/did you like most about this job?		
What do/did you like least?		
Reason for leaving?		

Education:

Check highest year completed:	High School <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	College/Grad School <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
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SCHOOL	NAME AND LOCATION OF SCHOOL	DID YOU GRADUATE?	DEGREE(S) OBTAINED
HIGH SCHOOL			
COLLEGE(S) UNIVERSITIES			
TRADE, BUSINESS, PROFESSIONAL			

Additional Skills & Knowledge

CATEGORY	KNOWLEDGE LEVEL
MS WINDOWS	
MS OUTLOOK	
MS EXCEL	
MS WORD	

Pet Knowledge

Pet Type (i.e. dog)	KNOWLEDGE LEVEL
	Please explain:
	Please explain:
	Please explain:
	Please explain:

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Have you ever been terminated or asked to resign from a job? Yes No If yes, please explain:

Please list any activities, memberships, awards, licenses, or accomplishments that you feel may be relevant and that you would like us to consider in evaluating your application

Why are you interested in working for Knight Resources Limited Partnership? List skills, abilities, and strong points that you feel particularly qualify you for a position with us and will help you succeed in this job.

What are your weaker points and areas that need improvement?

AT WILL EMPLOYMENT AND ACCEPTANCE STATEMENT

I certify that the information contained in this application is true and correct. Further, I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. If I am offered employment, I agree that prior to or at the commencement of my employment I will provide original documents to Knight Resources Limited Partnership which verify my identity and right to work under the Immigration Reform and Control Act of 1986 ("IRCA"). I also agree that Knight Resources Limited Partnership may provide photocopies of the form on which my identity and right to work is verified (the "I-9" Form) and any supporting documentation submitted by me to any person who, in connection with effecting compliance with IRCA, has legitimate interest in the information contained therein.

Additionally, I understand that nothing contained in this application or conveyed during any discussion or interview which may be granted to me is intended to create a contract between me and Knight Resources Limited Partnership for either employment or the provision of any benefits. No express or implied promises or representations regarding employment or the duration of employment have been made to me, and I understand that no such promises or representations are binding on Knight Resources Limited Partnership unless made in writing and signed by me and the President of the Company.

BY PRINTING MY NAME BELOW, I CERTIFY THAT I HAVE READ, UNDERSTOOD, AND ACCEPTED THE POLICIES AND PROVISIONS LISTED IN THIS APPLICATION. YOU MAY BE ASKED TO SIGN THIS DOCUMENT IF GRANTED AN INTERVIEW.

Name:

Date:

Signature

Date

Name:
Date:

AUTHORIZATION FOR BACKGROUND CHECK

I hereby authorize Knight Resources Limited Partnership and its officers, employees and agents to thoroughly investigate my references, work record, education and many other matters related to my suitability for employment and, further, authorize my present and former employers and schools to disclose to this employer any and all of my employment and school records, including disciplinary reports and letters of reprimand, without giving me notice of such disclosure. In addition, I hereby release and indemnify Knight Resources Limited Partnership and its officers, employees and agents, and my present and former employers and schools, and their officers, employees and agents, and all persons, from all liability for any damage that may result from such agents, and all other persons, from all liability for any damage that may result from such investigation or disclosure, including, but not limited to, Knight Resources Limited Partnership refusal to hire me.

Complete this section below prior to interview.

_____	_____
Applicant's Signature	Date

Working for Knight Resources Limited Partnership requires that you be able to carry out certain job functions on a regular basis. These include but are not limited to the list below. Review the list below and **check only those items you are unable or unwilling to perform.**

- Unloading merchandise weighing up to 50# from Pallets
- Identifying, sorting, and recording products
- Loading products weighing up to 50lbs. on to display units
- Loading, operating, and unloading hand trucks and pallet jacks and in some instances, forklifts. (We train and certify power equipment operators.)
- Lifting and carrying product weighing up to 50# around the store and to customers' vehicles
- Typing on a keyboard
- Cleaning the facility and products which involves handling cleaning products & equipment.
- Handling pets that visit the store
- Reading, writing, and arithmetic (including percentages)

More specifically, the job requires that you be able to do the following:

- Stand on concrete-70% of your day
- Walk- 30% of your day
- Bend- frequently
- Squat/crouch- frequently
- Twist- occasionally
- Kneel- occasionally
- Crawl- rarely
- Reach- frequently
- Balance- occasionally
- Push- occasionally
- Pull- occasionally
- Climb- occasionally
- Lift up to 50lbs. - frequently
- Carry up to 50lbs. - frequently
- Perform fine and gross manipulation- occasionally
- Grasp and use power grip- occasionally
- Exercise eye-to-hand coordination- occasionally
- Talk- frequently
- Hear- to communicate with customers. Other means acceptable.
- See- to recognize products and navigate safely.
- Color Vision- not required
- Depth perception- required

1. I have read the list of job functions above and am willing and able to perform the duties described.

- Yes (skip question 2. Sign & Date Below) No (if no, complete question 2)

2. If no, I have checked the boxes of the job functions listed above that I am unable or unwilling to perform. If no, what reasonable job accommodation(s) could Pawformance make to enable you to perform these duties?

BY PRINTING OR TYPING BELOW, I CERTIFY THAT I HAVE READ, UNDERSTOOD, AND ACCEPTED THE POLICIES AND PROVISIONS LISTED IN THIS FORM.

YOU MAY BE ASKED TO SIGN THIS DOCUMENT IF GRANTED AN INTERVIEW.

NAME: _____ DATE: _____

Signature: _____ DATE: _____

References

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Minimum of 3 professional references - 5 for management
(Immediate supervisors and managers preferred)

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Reference #1

Type of Reference <input type="checkbox"/> Professional <input type="checkbox"/> School	NAME: _____ E-MAIL: _____
	PHONE: _____ ALT PHONE: _____
Is this reference a relative? <input type="checkbox"/> Yes <input type="checkbox"/> No	How Long have you known or worked with this reference?
	How do you know this reference? (indicate company for supervisors or co-workers)

Reference #2

Type of Reference <input type="checkbox"/> Professional <input type="checkbox"/> School	NAME: _____ E-MAIL: _____
	PHONE: _____ ALT PHONE: _____
Is this reference a relative? <input type="checkbox"/> Yes <input type="checkbox"/> No	How Long have you known or worked with this reference?
	How do you know this reference? (indicate company for supervisors or co-workers)

Reference #3

Type of Reference <input type="checkbox"/> Professional <input type="checkbox"/> School	NAME: _____ E-MAIL: _____
	PHONE: _____ ALT PHONE: _____
Is this reference a relative? <input type="checkbox"/> Yes <input type="checkbox"/> No	How Long have you known or worked with this reference?
	How do you know this reference? (indicate company for supervisors or co-workers)

Reference #4

Type of Reference <input type="checkbox"/> Professional <input type="checkbox"/> School	NAME: _____ E-MAIL: _____
	PHONE: _____ ALT PHONE: _____
Is this reference a relative? <input type="checkbox"/> Yes <input type="checkbox"/> No	How Long have you known or worked with this reference?
	How do you know this reference? (indicate company for supervisors or co-workers)

Reference #5

Type of Reference <input type="checkbox"/> Professional <input type="checkbox"/> School	NAME: _____ E-MAIL: _____
	PHONE: _____ ALT PHONE: _____
Is this reference a relative? <input type="checkbox"/> Yes <input type="checkbox"/> No	How Long have you known or worked with this reference?
	How do you know this reference? (indicate company for supervisors or co-workers)