

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resource Department.

Name \_\_\_\_\_  
 LAST FIRST MIDDLE

Address \_\_\_\_\_  
 STREET

CITY STATE ZIP

Telephone # ( ) \_\_\_\_\_ Mobile/Beeper/Other # ( ) \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

Referral Source \_\_\_\_\_

If necessary, what is the best time to call you? \_\_\_\_\_ : \_\_\_\_\_ AM/PM

If you are under 18 and it is required, can you furnish a work permit? \_\_\_\_\_  YES  NO

If no, please explain \_\_\_\_\_

Are you legally eligible for employment in this country? \_\_\_\_\_  YES  NO

Desired salary range \$ \_\_\_\_\_ Date available for work \_\_\_\_\_

Will you work overtime if required? \_\_\_\_\_  YES  NO

Will you travel if job requires it? \_\_\_\_\_  YES  NO

Have you ever been convicted of, plead nolo contendere (no contest) to, or been fined in connection with any felony, misdemeanor, municipal ordinance violation, or any other type of offense (other than a parking ticket), regardless of the nature of the penalty or fine for that offense? \_\_\_\_\_  YES  NO

If yes, please provide date(s) and details \_\_\_\_\_

Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

## AN EQUAL OPPORTUNITY EMPLOYER Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

( )	from to	
EMPLOYER TELEPHONE #	DATES EMPLOYED	
STARTING JOB TITLE		SUMMARIZE TYPE OF WORK PERFORMED & JOB RESPONSIBILITIES
FINAL JOB TITLE	\$ per	
MAY WE CONTACT FOR REFERENCE?	FINAL HOURLY RATE/SALARY	REASON FOR LEAVING
( )	from to	
EMPLOYER TELEPHONE #	DATES EMPLOYED	
STARTING JOB TITLE		SUMMARIZE TYPE OF WORK PERFORMED & JOB RESPONSIBILITIES
FINAL JOB TITLE	\$ per	
MAY WE CONTACT FOR REFERENCE?	FINAL HOURLY RATE/SALARY	REASON FOR LEAVING
( )	from to	
EMPLOYER TELEPHONE #	DATES EMPLOYED	
STARTING JOB TITLE		SUMMARIZE TYPE OF WORK PERFORMED & JOB RESPONSIBILITIES
FINAL JOB TITLE	\$ per	
MAY WE CONTACT FOR REFERENCE?	FINAL HOURLY RATE/SALARY	REASON FOR LEAVING

## AN EQUAL OPPORTUNITY EMPLOYER

## Skills & Qualifications

Summarize any special training, skills, license and/or certifications that may qualify you as being able to perform job-related functions in position for which you are applying.

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## AN EQUAL OPPORTUNITY EMPLOYER

## (if job related) Education Background

List last two (2) schools attended, starting with most recent and indicate degree or diploma earned, if any.

SCHOOL	DEGREE/DIPLOMA
SCHOOL	DEGREE/DIPLOMA

## AN EQUAL OPPORTUNITY EMPLOYER

## References

List name and telephone number of two business/work references that are NOT related to you and are NOT previous supervisors. If not applicable, list two schools or personal references that are not related to you.

PERSONAL	NAME	( )	TELEPHONE #	# OF YEARS KNOWN
PROFESSIONAL	NAME	( )	TELEPHONE #	# OF YEARS KNOWN

EXCLUDE INFORMATION THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

## AN EQUAL OPPORTUNITY EMPLOYER

## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with Koss Industrial, Inc. is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in the application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

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I understand that this application remains current for only 30 days, but will be kept for 1 year from the date below. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's presidents.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in that regard.

## DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICATION STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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