



EMPLOYMENT APPLICATION

Please complete the entire application.

1. Employer Information

Employer: XANKIA (sun-kee-a)
Address: 222 W Wells Street
City/State/ZIP: Milwaukee, Wisconsin 53203
Telephone: 414-817-0241

It is the policy of Xankia to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

2. Applicant Information

Applicant Full Name: _____
Home Address: _____
City/State/ZIP: _____
Number of years at this address: _____
Daytime phone: _____ Evening phone: _____
Mobile phone: _____ DOB: _____

3. Emergency Contact

Who should be contacted if you are involved in an emergency?
Contact Name: _____
Relationship to you: _____
Address: _____
City/State/ZIP: _____
Daytime phone: _____ Evening phone: _____

4. Job Position Applied For: _____
Full-Time/Part-Time/Seasonal? _____

5. Salary Desired: \$ _____

6. Please mark an **X** on all the time(s) you are available to work each day of the week.

	11 am – 3 pm	3 pm – 5 pm	5 pm – 8 pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

7. Who referred you? _____

8. Are you at least 18 years old? Yes No
 If no, are you eligible to work? Yes No

9. How will you get to work? _____

10. If applicable, are you available to work overtime? Yes No

11. If you are offered employment, when would you be available to begin work?

12. If hired, are you able to submit proof that you are legally eligible for
 Employment in the United States? Yes No

13. Are you able to perform the essential functions of the job position you seek with or
 without reasonable accommodation? Yes No
 What reasonable accommodation, if any, would you request?

14. Have you ever been convicted of a felony or misdemeanor?

Yes, I was convicted of _____ on
 _____ (Date) in _____ (city), _____ (state)

No

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN
 AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE
 OF EMPLOYMENT.

15. Applicant Employment History

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

16. Applicant's Education and Training

College/University Name and Address

Did you receive a degree? Yes No
If yes, degree(s) received: _____

High School/GED Name and Address

Did you receive a degree? Yes No

Other Training (graduate, technical, vocational):

Please indicate any current professional licenses or certifications that you hold:

Awards, Honors, Special Achievements:

Military Service? Yes No

Branch: _____

Specialized Training: _____

17. References

List any two non-relatives who would be willing to provide a reference for you.

Name: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Relationship: _____

Name: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Relationship: _____

18. Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize Xankia to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its Owner, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of Xankia, except in a specific written contract of employment signed on behalf of the organization by its Owner, has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE

DATE