

Thank you for showing an interest in joining our team. Please take time to read this application and fill out all information. The application must be filled out in your own handwriting.

All Kett employees through skill, dedication and teamwork will create enthusiastic customer support for Kett to be the provider of choice in automotive development testing services in support of customer's projects.

Kett employee responsibilities are to:

Conduct themselves in a manner that exemplifies honesty, mutual trust and ethical behavior. It is the standard of conduct that is required of all Kett employees.

Provide outstanding customer service by demonstrating safety, pride and a commitment to do the best possible job.

Exhibit daily conduct in a manner that displays and showcases our professional knowledge and expertise.

Show respect and consideration for their fellow employees and customers, developing strong working relationships.

Kett Engineering is one team with each employee being a player, willing to work in unity to achieve the company's vision.

Personal

LAST NAME	FIRST	MIDDLE	:	<input type="checkbox"/> AM <input type="checkbox"/> PM	()	-
STREET ADDRESS			BEST TIME TO CONTACT		PHONE	
			/ /		() -	
CITY	STATE / ZIP	SOCIAL SECURITY NUMBER (Requested)		ALT. PHONE		

Employment Desired

WHAT POSITION ARE YOU INTERESTED IN? \$ / /

Yes No EXPECTED PAY WHEN CAN YOU START?

ARE YOU AVAILABLE FOR FULL TIME WORK? — IF NO, WHAT HOURS CAN YOU WORK?

WHAT LEAD YOU TO CONTACT US FOR EMPLOYMENT?

Yes No / Yes No

HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH KETT? — IF YES, MONTH AND YEAR WILL YOU BE ABLE TO WORK ANY SHIFT?

Employment History

BEGIN WITH YOUR MOST RECENT EMPLOYER
INCLUDE RELEVANT EXPERIENCE AND ACCOUNT FOR TIME OF UNEMPLOYMENT IN SPACE PROVIDED

FROM / / TO / /		PERIOD OF UNEMPLOYMENT		HOW DID YOU SPEND THIS TIME?		TITLE & DUTIES	
COMPANY NAME		SUPERVISORS NAME		DATES OF EMPLOYMENT			
ADDRESS		FROM / /		TO / /			
CITY / STATE / ZIP		WEEKLY PAY		REASON FOR LEAVING			
PHONE		START					
		LAST					

FROM / / TO / /		PERIOD OF UNEMPLOYMENT		HOW DID YOU SPEND THIS TIME?		TITLE & DUTIES	
COMPANY NAME		SUPERVISORS NAME		DATES OF EMPLOYMENT			
ADDRESS		FROM / /		TO / /			
CITY / STATE / ZIP		WEEKLY PAY		REASON FOR LEAVING			
PHONE		START					
		LAST					

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COMPANY NAME		SUPERVISORS NAME		DATES OF EMPLOYMENT			
ADDRESS		FROM / /		TO / /			
CITY / STATE / ZIP		WEEKLY PAY		REASON FOR LEAVING			
PHONE		START					
		LAST					

FROM / / TO / /
PERIOD OF UNEMPLOYMENT HOW DID YOU SPEND THIS TIME?

COMPANY NAME

SUPERVISORS NAME

TITLE & DUTIES

ADDRESS

DATES OF EMPLOYMENT

FROM / /

TO / /

CITY / STATE / ZIP

WEEKLY PAY

START

LAST

REASON FOR LEAVING

PHONE

Education

COLLEGE

Yes No

DID YOU GRADUATE?

DEGREE / DIPLOMA

FIELD OF STUDY

HIGH SCHOOL

Yes No

DID YOU GRADUATE?

Yes No

IF NO, DO YOU HAVE A G.E.D.?

OTHER SPECIAL TRAINING OR SKILLS (languages, machine operation, etc) - TRADE AND VOCATIONAL SCHOOLS AND OTHER CERTIFICATIONS EARNED

Hobbies and Special Interests

[Empty box for hobbies and special interests]

Military

DESCRIBE YOUR DUTIES AND ANY SPECIAL TRAINING

BRANCH OF SERVICE

RANK AT DISCHARGE

DATE OF DISCHARGE

Miscellaneous

Yes No

HAVE YOU EVER BEEN CONVICTED OF A FELONY, WHICH HAS NOT BEEN ANNULLED, EXPUNGED OR SEALED BY THE COURT?

Yes No

ARE YOU PRESENTLY ON PAROLE OR PROBATION?

Yes No

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES?

IF YES, DESCRIBE IN FULL

STATE NAMES OF RELATIVES AND / OR FRIENDS WORKING FOR KETT

DRIVERS LICENSE NO.

EXPIRATION DATE

CLASSIFICATION OF LICENSE

STATE ISSUED IN

DATE ISSUED

Please Answer the Following Questions

What do you consider the definition of a TEAM ORIENTED EMPLOYEE to be?

A coworker, who is a friend, is not performing as trained. Their actions may jeopardize accurate testing results. What would you do?

What if this coworker is not a friend?

Why have you chosen to apply for this position?

What are the qualities or assets that you have, that would inspire the company to hire you?

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any statements checked by the company unless indicated to the contrary.

I authorize the references listed on this form to provide the company any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information by the company or any of its agents, employees, or representatives.

I understand that any misrepresentation, falsification, or material omission of information on this application may result in failure to receive an offer or, if hired, my dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standards of the company and agree that my employment and compensation can be terminated at will, with or without cause and with or without notice, at any time, either at my option or at the option of the company. I also understand that all offers of employment are conditioned on the provision of satisfactory proof of applicant's identity and legal authority to work in the United States.

APPLICANT'S SIGNATURE

DATE

APPLICATIONS ARE EFFECTIVE FOR 60 DAYS, AFTER WHICH YOU MUST REAPPLY.

AGAIN, THANK YOU FOR SHOWING YOUR INTEREST IN KETT ENGINEERING.



Applicant Name _____
(Please Print)

Authorization and Certification:

Please read and initial each of the following statements. If you have a question regarding any of these statements, please speak to the Recruiter or Supervisor prior to initialing and signing. Your initials and signature verify that you have read, understand, and agree to abide by these statements.

Initial: _____ I understand that if accepted for employment that my status will be considered that of a Project employee once I successfully complete the Introductory Period. I may work up to 40 hours or more for a period of time which will be governed by the amount of work that is assigned to Kett Engineering by their customer.

Initial: _____ If accepted for employment, I agree that my status as an employee depends upon my successful attendance and performance. I understand that Kett is an "at-will" employer which means that employment may be terminated by myself or Kett at any time or for any reason with or without cause.

Initial: _____ I understand that after receiving a conditional offer of employment that I may be required to successfully pass pre-employment exams to gain employment or continue employment with Kett Engineering. I consent freely to voluntarily participate in required drug tests and/or physical exams at a location selected by Kett, and consent to the release of the test results to Kett Engineering Corporation. I hereby release and hold harmless Kett Engineering Corporation, their officers, agents and employees, and the laboratory, their agents and employees, or contractors from any liability whatsoever arising from the outcome of the drug test and/or physical exam and decisions concerning employment based upon the results of the tests.

Initial: _____ I agree to comply with all safety rules and requirements. In addition, I understand that Kett maintains a workplace free from drugs, harassment, and violence.

Initial: _____ I have reviewed the job description and understand the functions, responsibilities and requirements.

Initial: _____ I understand that nothing contained in the application or any employee handbook, the granting of an interview, or an offer/acceptance or employment is to be construed to constitute a contract (expressed or implied) between myself or Kett.

I certify that all statements made on or in connection with my consideration for employment are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

Applicant's Signature

Date



NOTICE TO APPLICANTS

As an employer committed to providing a healthy, safe and productive work environment, Kett Engineering maintains a strict Drug and Alcohol Policy, prohibiting employee use, possession or distribution of drugs and/or alcohol during working hours or while the employee is at the workplace on company property, or on property of our customer, engaged in company business, or operating Kett or customer vehicles or equipment. Given the nature of our work, drug and alcohol use constitutes a potential danger to the safety and well-being of our fellow employees, our customers, and the general public. It also compromises employee productivity and our ability to provide the kind of quality service, which is the cornerstone of our reputation.

As a part of our Drug and Alcohol Policy, all offers of employment with Kett for positions involving driving motor vehicles or operating equipment are contingent upon the applicant submitting to, and passing a drug/alcohol test. The test will be conducted at Kett's expense at a certified, independent facility designated by the company. All applicants for these positions will be required to sign an authorization form allowing the company to obtain the results of the test.

Applicants who refuse to take the test, refuse to sign the authorization, or otherwise refuse to cooperate in the test procedure, will not be eligible for employment with the company. Further, if the test results are positive, the applicant will be deemed ineligible for employment and any pending job offer with the company will be automatically rescinded.

If the pre-employment drug/alcohol test shows a positive result, and the applicant believes such positive result is caused by the use of prescribed medication or over-the-counter drugs, it is the applicant's burden to identify the drug or medication in questions and provide appropriate proof of use and copies of any applicable doctor's prescriptions. Applicants using medically prescribed or over-the-counter drugs will be evaluated on a case-by-case basis to determine whether the drug used prevents them from performing the duties of the position for which they have applied, in a safe and satisfactory manner.

I, _____, have read the above Notice and understand that any offer of employment by Kett Engineering Corporation is contingent upon my taking and passing a drug/alcohol test. I hereby voluntarily consent to the taking of such a test and agree to sign an appropriate authorization form to allow the results of my test to be released to the company.

Date

Applicant Signature

Print Name

KETT Engineering Corporation
Driving Conduct Requirements – Safe Driving Procedures

As an operator of a Kett or Customer owned vehicle, I acknowledge understanding of and will adhere to the following terms:

1. Possess a valid DMV operator's license and carry it with me at all times when driving a Kett or customer vehicle on or off Kett or customer property.
2. Obey all applicable DOT motor vehicle laws, codes, and regulations at all times. All traffic citations issued are the responsibility of the driver.
3. In the event of moving violations, license expiration, or loss of license, a Kett Supervisor must be notified immediately.
4. No more than 2 moving violations in a 36-month period (regardless of whether acquired while in a Kett, customer or personal vehicle) prior to or during employment. Violations will result in assessment of future or continued employment status. Frequency and/or severity of violation will determine the outcome. Each case will be reviewed on an individual basis. Status change will occur when warranted.
5. Never operate a vehicle while impaired by alcohol, drugs, medication, illness, fatigue, or injury.
6. Ensure the proper use of safety belts for all occupants.
7. Drive in a defensive manner, anticipating situations where incidents or accidents are likely to occur.
8. Radar detection devices will not be used in test vehicles.
9. Report all incidents or accidents to the Supervisor or Lead. If vehicle damage or injuries occur, notification must be made IMMEDIATELY.
10. Unauthorized individuals are prohibited in using or being a passenger of any Kett or customer owned vehicle.
11. Operate a vehicle in a safe and courteous manner as was learned by instruction and training. At no time is a vehicle to be operated in an unsafe manner.
12. Operate the vehicle per schedule instructions as dictated by Kett or customer on-site procedures.
13. A 90-day probationary period is in place to monitor and review employee attendance, conduct, and driving skills.

I verify that I have not been convicted within the past 36 months of any of the following motor vehicle violations.

1. Driving while operator's license is suspended, revoked, or denied.
2. Vehicular manslaughter, negligent homicide, felonious driving or felony with a vehicle. Traffic violation resulting in death, catastrophic injury, or serious injury.
3. Operating a vehicle while impaired, under the influence of alcohol or drugs, or refusing a sobriety test.
4. Failure to stop or identify myself and provide necessary information after an accident (includes leaving the scene of an accident, hit and run, giving false information to a law enforcement officer, etc.)
5. Eluding or attempting to evade a law enforcement officer.
6. Any other significant violation warranting suspension of driving privileges.

Applicant/Employee Acknowledgement: I have read and understand the conditions outlined above and agree to abide by these requirements. I grant Kett Engineering permission to obtain annual or periodic checks of my driving records for verification of driving status purposes. I also understand that any false statement made by me regarding my driving record or violation of the above driving requirements may result in termination of employment.

Name: _____ Date: _____
(Please Print)

Signature: _____

Driver's license#: _____ Exp. Date: _____