



Company Benefits

- Full-time employees are offered paid health benefits after three full calendar months of employment. Employees are offered family health coverage at the employee's expense.
- Full-time employees are provided short term and long term disability insurance after three full calendar months of employment.
- Six paid holidays per calendar year- New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day
- Employees are offered five paid vacation days after one year of continuous employment, ten days after three years of continuous employment, and fifteen days after eight years of continuous employment.
- Retirement plan is offered after one year of continuous employment.

Dress Code

- Employees must dress in collared shirts and preferably khaki pants when working in the field.
- When working in the office or attending meetings, appropriate business attire should be worn.
- Employees must always appear neat, clean, and be well groomed, with shirts always tucked in. Oversized clothing or excessive jewelry is not permitted.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ If under 18, list age: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you able to perform the specific duties of this position?

YES NO

Are you a member of a professional or trade group that is relevant to our industry?

Are you able to lift boxes weighing up to 50 pounds?

YES NO

Are you authorized to work in the United States?

YES NO

Have you ever worked for this company?

YES NO

If yes, when? _____

Have you ever been convicted of a felony?

YES NO

*Conviction does not necessarily disqualify you from employment

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Degree: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Additional Information: _____

Education or Training Received: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I authorize Ken Nix & Associates, Inc. to make such investigations and inquiries of my personal, employment, or educational history and other related matters as may be necessary for an employment decision. I hereby release employers, schools or persons from all liability when responding to inquiries in connection with my application. Ken Nix & Associates, Inc. is an equal opportunity employer.

If this application leads to employment, I understand that false or misleading information given in my application or interview(s) shall be considered cause for termination upon discovery and may result in discharge.

Signature: _____ Date: _____

*For further consideration for KNA employment, you will be required to fill out the following forms:

- Background check authorization- will need your social security number
- Driving history report authorization- will need a copy of your driver's license
- I-9 form; KNA participates in E-Verify

*Once Employment Application is complete it must be saved and emailed to info@installationsolutions.com