

APPLICATION FOR EMPLOYMENT

Position:				TODAY'S DATE		
PERSONAL DATA If you have lived at current address less than 1 year, list previous address.	NAME: LAST		FIRST	MIDDLE	SOC. SEC. NO.	
	ADDRESS:		STREET	CITY	COUNTY/STATE ZIP	TELEPHONE NO.
	PREVIOUS ADDRESS:		STREET	CITY	COUNTY/STATE ZIP	CELL/PAGER NO.
PERSONAL DATA	Email: _____ Are you legally authorized to work in the USA? <input type="checkbox"/> YES <input type="checkbox"/> NO (Should you become employed by Keystone, you will be required to provide documentation proving your eligibility to work in the USA.) Do you have a driver's license? (answer only if it applies to position applied for) <input type="checkbox"/> YES <input type="checkbox"/> NO Please indicate where/how you were referred to Keystone: _____ Have you been referred by a current employee? If yes, please indicate name _____ <input type="checkbox"/> YES <input type="checkbox"/> NO					
EDUCATION & TRAINING	HIGH SCHOOL NAME	STREET ADDRESS	CITY	STATE/ZIP		
	SCHOOL NAME	STREET ADDRESS	CITY	STATE/ZIP		
	MAJOR EMPHASIS:	DEGREE COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO	LEVEL & TYPE		
	SCHOOL NAME	STREET ADDRESS	CITY	STATE/ZIP		
	MAJOR EMPHASIS:	DEGREE COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO	LEVEL & TYPE		
LICENSE / CERTIFICATION	LICENSE TYPE	LICENSE/CERTIFICATION NO.	STATE	EXPIRATION DATE		
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WORK EXPERIENCE #1 Please complete all appropriate items, even if you have already provided us with a resume.	Employer- Name, address and phone number (List most recent, first.)			Dates Employed		
				From	To	
	Job Title			Compensation Rate		
	Supervisor			Starting	Final	
	Reason for Leaving			May we contact: <input type="checkbox"/> YES <input type="checkbox"/> NO		
WORK EXPERIENCE #2	Employer- Name, address and phone number (List most recent, first.)			Dates Employed		
				From	To	
	Job Title			Compensation Rate		
	Supervisor			Starting	Final	
	Reason for Leaving			May we contact: <input type="checkbox"/> YES <input type="checkbox"/> NO		

WORK EXPERIENCE #3 (Continued) (Continued On Back)	Employer- Name, address and phone number (List most recent, first.)	Dates Employed	
		From	To
	Job Title	Hourly Rate	
	Supervisor	Starting	Final
	Reason for Leaving	May we contact: <input type="checkbox"/> YES <input type="checkbox"/> NO	
APPLICANT ACKNOWLEDGEMENT	<p>I certify that the information in this application is accurate, current and complete. I understand that misstatements or omissions may result in disqualification from further consideration or termination of employment.</p> <p>I expressly authorize Keystone and/or its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, job interview, or tests. I hereby waive any and all rights and claims I may have against Keystone and/or its representatives, employees or agents for seeking, gathering and using such information in the employment process and all other persons, corporations and/or organizations for furnishing such information about me. I understand that if I am offered a position with Keystone, I may be required to submit to a background check as a condition of employment.</p> <p>I understand that if offered a position with Keystone I may be required to submit to and pass a pre-employment medical examination and/or an annual medical examination. I understand that my refusal to submit to such examinations, if they are required, will result in the withdrawal of any employment offer or termination of my employment if already employed. Keystone complies with the law regarding reasonable accommodations for disabled applicants and employees. I understand that any offer of employment I receive pursuant to this application may be contingent on my successfully passing a drug screening test. I understand that my refusal to submit to such a test, if required, will result in the withdrawal of any employment offer.</p> <p>I understand that Keystone does not unlawfully discriminate in employment. No question in this application is intended to elicit information in violation of any federal, state or local law, nor will any information obtained in response to any question be used in violation of any such law.</p> <p>I understand that upon the commencement of my employment and as a condition of my employment I may be required to sign certain agreements protecting Keystone's confidential/proprietary information, trade secrets and client, vendor/supplier and employee relationships. I understand that my refusal to sign such agreements, if they are required, will result in the termination of my employment.</p> <p>I understand and agree that nothing contained in this employment application or in granting of an interview creates an employment contract between Keystone and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me. I further acknowledge and agree that no representative of Keystone has the authority to enter into an agreement for employment for any specified period of time, to guarantee any particular position for a specified period of time or to make any binding promises with respect to compensation, promotional opportunities or any other terms or conditions of employment.</p>		
This application will not be considered complete without the applicant's signature.	I certify that I have read, fully understand and accept the terms of this application. Applicant's Signature: _____ Date: _____		