



Application for Employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act.

Personal Information

	Date		Social Security Number
<hr/>			
Name			
Last	First	Middle	
<hr/>			
Present Address			
Street	City	State	Zip
<hr/>			
Permanent Address			
Street	City	State	Zip
<hr/>			
Phone Number		Cell Phone	
<hr/>			
Referred By	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<hr/>			
Are you currently insured? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of Health Insurance	
<hr/>			

Employment Desired

	Date You Can Start	Salary Desired
<hr/>		
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we inquire of your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<hr/>		
Ever applied to Keystone Millwork, Inc. before? <input type="checkbox"/> Yes <input type="checkbox"/> No	When?	
<hr/>		

Education

	Name and Location	Last Year Completed	Did You Graduate	Subjects Studied
Grammar School				
High School				
College				
Other				

Job Related Skills (typing, driver's license, etc.)

Former Employers

List below your last four employers, starting with the most recent

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

References

List below three persons not related to you, whom you have worked directly for (Former Supervisor)

Name	Work Phone Number	Position	Years Employed

If you are to be hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility.

Authorization

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character, and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employees and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Company's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

Date _____

Signature _____