

Application for Employment



KSW
KEYSTONE STEEL & WIRE

7000 S.W. Adams Street – Peoria, IL 61641-0002

PLEASE PRINT

Federal Law and Illinois State Law prohibits discrimination in employment practices because of race, color, religion, sex, age, handicap, citizenship status, national origin or any other protected characteristic. We are an equal opportunity employer.

Position(s) applied for _____ Date of application ____ / ____ / ____

Name _____ Other last names used while working _____

Address _____
LAST FIRST MIDDLE STREET CITY STATE ZIP CODE

Email Address _____

Phone # (____) _____ Mobile/Other Phone # (____) _____ Social Security # _____

If you are under 18, and it is required, can you furnish a work permit? Yes No
 If No, please explain _____

Have you ever been employed here before? If yes, give dates and positions _____ Yes No

Are you legally eligible for employment in this country? Yes No

Date available for work ____ / ____ / ____ What is your desired salary range? \$ _____

Type of employment desired Full-Time Part-Time Temporary or Summer

Are you able to meet the attendance requirements of the position?..... Yes No

Have you ever been dismissed or forced to resign from any employment? Yes No

If yes, identify name(s) and relevant dates _____

A CRIMINAL BACKGROUND CHECK AND CONVICTION INQUIRY MAY BE REQUIRED OF ANY APPLICANT WHO IS SELECTED FOR AN INTERVIEW OR TO WHOM A CONDITIONAL OFFER OF EMPLOYMENT IS MADE.

Driver's license number if driving is an essential job function _____ State _____

Employment History

Provide the following information of your past three (3) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	EMPLOYER	TELEPHONE # ()
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING		HOURLY RATES / SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	
FROM	TO	EMPLOYER	TELEPHONE# ()
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING		HOURLY RATES / SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	
FROM	TO	EMPLOYER	TELEPHONE # ()
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING		HOURLY RATES / SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	

References

May we contact your present employer Yes No

May we contact your previous employers Yes No

Please identify any exceptions and reasons for not contacting: _____

Name	Telephone	# of Years Known
	()	
	()	
	()	

Skills and Qualifications

List any technical and skilled trade areas that you have experience in: _____

List all the machines and equipment you have operated: _____

List any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying: _____

U.S. Military

Branch of U.S. Armed Forces/Nat'l Guard/Reserves	Date Entered	Date Discharged	Rank or Rating When Entered	Rank or Rating When Discharged or Separated
Describe your duties		List any special training		
Serial Number		Highest Rank or Rating attained		

Educational Background (if job related)

NAME	CITY, STATE	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?	COURSE OF STUDY	
HIGH SCHOOL					
COLLEGE				MAJOR	DEGREE
OTHER					

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I recognize that any employment offered will be conditional on satisfactory completion of a pre-employment physical examination.

I also agree that I will voluntarily submit to a drug and/or alcohol screening if the company deems such screening to be necessary. I acknowledge that, subject to the limitations of state law, a positive drug test is sufficient reason to terminate employment or for the company to rescind a conditional job offer.

If I am selected for an interview with the company or extended a conditional offer of employment, I understand that I may be required to authorize a criminal conviction inquiry and such inquiry will not necessarily disqualify me from such interview or employment offer.

I understand that, in connection with this application for employment, I may be required to authorize verification of information I provide. This verification may include a consumer report compiling such information, or an investigative report including contact with previous employers, references or other individuals.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

No Contracts of Employment

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves that same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. I further recognize if I am employed by the Company that I will receive a salary and benefits, and be subject to rules and regulations, but I agree that such salary, benefits, rules and regulations are subject to change by the Company at any time with or without notice to me.

This application does not constitute an agreement or contract for employment for any specified or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____ / _____ / _____