



KeyStone
Staffing Group

Application for Employment

If you need help with your application please ask for assistance.

2323 N. Mayfair Road, Suite 412, Wauwatosa, WI 53226 • Phone: 414-988-9508 • Fax: 414-435-0760
5765 Grande Market Drive, Suite B, Appleton, WI 54914 • Phone: 920-560-4640 • Fax: 920-560-4641

BASIC INFORMATION

NAME: _____ DATE: _____
LAST FIRST MIDDLE INITIAL
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 PHONE: _____ CELL PHONE: _____ CELL PROVIDER: _____
 EMAIL ADDRESS: _____ MAY WE TEXT YOU: Yes No
 POSITION APPLIED FOR: _____ DATE AVAILABLE: _____
 SALARY RANGE CONSIDERED: \$ _____ to \$ _____ INTERESTED IN: Temp-to-Hire Direct
 SHIFT PREFERENCE: 1st 2nd 3rd Any Rotational

EDUCATION

HIGH SCHOOL: _____ CITY: _____ STATE: _____
 DATES OF ATTENDANCE: From _____ to _____ DID YOU GRADUATE: YES NO
 COURSE EMPHASIS: _____ HSED GED
 COLLEGE/TECH SCHOOL: _____ CITY: _____ STATE: _____
 DATES OF ATTENDANCE: From _____ to _____ DID YOU GRADUATE: YES NO
 DEGREE EARNED: _____
 OTHER SCHOOLING: _____ CITY: _____ STATE: _____
 DATES OF ATTENDANCE: From _____ to _____ DID YOU GRADUATE: YES NO
 COURSE EMPHASIS: _____

MILITARY

BRANCH OF SERVICE: _____ MOS/JOB TITLE: _____
 DATES OF SERVICE: From _____ to _____ DISCHARGE: HONORABLE DISHONORABLE
(Explain below.)
 IF DISHONORABLE, WHY? _____
 SPECIAL TRAINING: _____
 AWARDS OF RECOGNITION: _____

PERSONAL DATA

ELIGIBLE TO WORK IN THE U.S.? YES NO SOCIAL SECURITY #: _____ - _____ - _____
 DRIVER'S LICENSE #: _____ - _____ - _____
 CAN WE CHECK YOUR DRIVING RECORD? YES NO ARE YOU 18 OR OLDER? YES NO
 HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? YES NO
(This does not automatically disqualify you from employment.)
 IF YES, PLEASE EXPLAIN: _____

PROFESSIONAL REFERENCES (Example: Current or former supervisors)

NAME: _____	TITLE: _____	PHONE: _____	<input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Cell
COMPANY: _____	CITY: _____	STATE: _____	
EMAIL: _____	MAY WE CONTACT THIS REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO		

NAME: _____	TITLE: _____	PHONE: _____	<input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Cell
COMPANY: _____	CITY: _____	STATE: _____	
EMAIL: _____	MAY WE CONTACT THIS REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO		

NAME: _____	TITLE: _____	PHONE: _____	<input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Cell
COMPANY: _____	CITY: _____	STATE: _____	
EMAIL: _____	MAY WE CONTACT THIS REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO		

ADDITIONAL INFORMATION

HOW DID YOU LEARN ABOUT KEYSTONE?

- WEBSITE
 WORKFORCE DEVELOPMENT
 INTERNET: WHERE? _____
 APPLIED PREVIOUSLY
 REFERRAL: NAME? _____
 OTHER _____

REFERRAL PROGRAM

KEYSTONE OFFERS A **REFERRAL BONUS** IF SOMEONE YOU REFER IS HIRED BY ONE OF OUR CLIENTS.

Referral 1

DO YOU KNOW ANYONE LOOKING FOR A JOB? Yes No IS IT OKAY TO CONTACT THIS PERSON? Yes No

REFERRED NAME: _____ PHONE: _____ TYPE OF WORK: _____

Referral 2

DO YOU KNOW ANYONE LOOKING FOR A JOB? Yes No IS IT OKAY TO CONTACT THIS PERSON? Yes No

REFERRED NAME: _____ PHONE: _____ TYPE OF WORK: _____

ACKNOWLEDGMENT

I agree to the following policies of employment. I understand and agree that if I fail to report to a new or existing job assignment without calling KeyStone Staffing Group (KeyStone) at least one hour before the starting time, fail to complete an assignment after having accepted it or fail to contact KeyStone after completion of an assignment, I have VOLUNTARILY QUIT my employment with KeyStone.

I understand that KeyStone may assign me to a client that requires a criminal background check, pre-employment physical and drug testing, psychological testing and drug testing while employed. I consent to all such testing and the sharing of results with the KeyStone client.

The information provided on this application is accurate to the best of my knowledge and subject to verification by KeyStone. I understand and agree that the references obtained and letters of recommendation may be forwarded to prospective client companies. I understand that I must truthfully answer all the questions on this application. I also understand that if I do not, I may be refused employment, or separated, if I am a current company employee.

KeyStone is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability or any other prohibited basis.

Signature _____ Date _____

RESUME ATTACHED? YES NO (IF "NO" PLEASE COMPLETE SUPPLEMENTAL PAGES)