

Applications with missing, incomplete or illegible handwriting may be rejected. Falsifying information on this application will withdraw you from employment consideration. Keystone Pub & Grill values diversity as an Equal Opportunity Employer.

### Personal

Last Name:	First Name:	Date: / /
Address:		
City:	State:	Zip:
Home Phone Number:	Cell Phone Number:	
Social Security Number:	Position you are applying for:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/>
		Expected Pay/Salary:

Are you currently employed? .....  Yes  No If no, how long have you been out of work? -----

Provide the date you will be available to begin work -----

List days and/or hours you are not available for work: -----

Are you available for full-time work? .....  Yes  No

Are you available for work holidays and weekends? .....  Yes  No If no, why? -----

Is there anything that will interfere with your attending work regularly? .....  Yes  No If yes, explain -----

Will you work past your regularly scheduled shift if asked? .....  Yes  No

Can you provide documentation verifying that you are legally eligible to work in the United States? .....  Yes  No

If not, do you have work papers? .....  Yes  No

Have you ever applied for employment with us? .....  Yes  No If yes, when? -----

Have you ever been fired or asked to resign because of a policy violation? ...  Yes  No

Do we have your permission to conduct a felony conviction check on you? .....  Yes  No

Are you fit and able to do the work for the position you are applying for? .....  Yes  No

What skills do you bring to the job? -----

List three references (no family members):  Name: ----- Phone: -----

Name: ----- Phone: -----

Name: ----- Phone: -----

### Education

School	Name & Location of School	Course Study	# of Years Completed	Did You Graduate?	Degree or Diploma
High School					
College					
Graduate					
Business/Trade/Military					

# Employment History

\*\*\* BEGIN WITH YOUR MOST RECENT EMPLOYER \*\*\*

<b>1</b>	Company Name:		Nature of Business:		
	Address:		Dates of Employment:		
	Supervisor:	Telephone:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Ending Pay Rate/Salary:	
	Job title and type of work performed:		Reason for leaving:		
Are you eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No					

<b>2</b>	Company Name:		Nature of Business:		
	Address:		Dates of Employment:		
	Supervisor:	Telephone:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Ending Pay Rate/Salary:	
	Job title and type of work performed:		Reason for leaving:		
Are you eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No					

<b>3</b>	Company Name:		Nature of Business:		
	Address:		Dates of Employment:		
	Supervisor:	Telephone:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Ending Pay Rate/Salary:	
	Job title and type of work performed:		Reason for leaving:		
Are you eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No					

\*\*\* Do Not Write Below This Line \*\*\*

## Office Use

\*\*\* Do Not Write Below This Line \*\*\*

Application Processing Date:	Does applicant have the necessary work experience to fulfill job requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No	Pay rate offered:	Hire Date:
Comments:			Referral Summary: Positive <input type="checkbox"/> Neutral <input type="checkbox"/> Negative <input type="checkbox"/>

I certify that the answers given by me in this application are true and correct to the best of my knowledge and I consent to Keystone Pub & Grill verifying all the information I have provided in this application. In addition, I hereby authorize any persons, educational institutions, or former employers I have listed as a reference on this employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Keystone Pub & Grill, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_