



KEYSTONE GREENSM

BUILDING SYSTEMS

31 A Ridge Road, Suite 2, Phoenixville, PA 19460
PHONE: 610-917-0606 FAX: 610-917-3636

EMPLOYMENT APPLICATION

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap. We are an equal opportunity employer.

DATE OF INTERVIEW _____

APPLICANT DATA

POSITION APPLIED FOR _____

HOW YOU WERE REFERRED TO US _____

FULL NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ MOBILE/PAGER/OTHER _____ EMAIL _____

DATE AVAILABLE TO START _____ SS# _____ SALARY REQUIREMENT _____

HAVE YOU EVER WORKED FOR THIS COMPANY? YES NO IF YES, WHEN? _____

ARE YOU A UNITED STATES CITIZEN? YES NO IF NOT, ARE YOU LEGALLY ALLOWED TO WORK IN THE U.S.? YES NO

TYPE OF EMPLOYMENT DESIRED FULL-TIME PART-TIME TEMPORARY SEASONAL

HAVE YOU EVER PLEADED GUILTY, NO CONTEST OR BEEN CONVICTED OF A CRIME? YES NO

IF YES, GIVE DATES AND DETAILS _____

ANSWERING YES TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC REJECTION FOR EMPLOYMENT. DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE CONSIDERED.

DRIVER'S LICENSE NUMBER (if applicable to position) _____ STATE _____

EDUCATION

COLLEGE

NAME AND LOCATION OF SCHOOL _____ DID YOU GRADUATE? YES NO

COURSE OF STUDY _____ # OF YEARS COMPLETED _____ DEGREE OR DIPLOMA _____

HIGH SCHOOL

NAME AND LOCATION OF SCHOOL _____ DID YOU GRADUATE? YES NO

COURSE OF STUDY _____ # OF YEARS COMPLETED _____ DEGREE OR DIPLOMA _____

TRADE SCHOOL

NAME AND LOCATION OF SCHOOL _____ DID YOU GRADUATE? YES NO

COURSE OF STUDY _____ # OF YEARS COMPLETED _____ DEGREE OR DIPLOMA _____

SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS

PREVIOUS EMPLOYMENT (begin with most recent position)

DATES OF EMPLOYMENT From _____ To _____ POSITION(S) HELD _____

COMPANY NAME _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ SUPERVISOR _____ TITLE _____

RESPONSIBILITIES _____

STARTING SALARY AND TITLE _____ ENDING SALARY AND TITLE _____

REASON FOR LEAVING _____ MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? YES NO

DATES OF EMPLOYMENT From _____ To _____ POSITION(S) HELD _____

COMPANY NAME _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ SUPERVISOR _____ TITLE _____

RESPONSIBILITIES _____

STARTING SALARY AND TITLE _____ ENDING SALARY AND TITLE _____

REASON FOR LEAVING _____ MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? YES NO

REFERENCES (personal and/or business)

NAME _____ PHONE _____ RELATIONSHIP _____

NAME _____ PHONE _____ RELATIONSHIP _____

NAME _____ PHONE _____ RELATIONSHIP _____

I CERTIFY THAT MY ANSWERS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE YOU TO MAKE SUCH INVESTIGATIONS AND INQUIRIES OF MY PERSONAL, EMPLOYMENT, EDUCATIONAL, FINANCIAL AND OTHER RELATED MATTERS AS MAY BE NECESSARY FOR AN EMPLOYMENT DECISION. I HEREBY RELEASE EMPLOYERS, SCHOOLS OR INDIVIDUALS FROM ALL LIABILITY WHEN RESPONDING TO INQUIRIES IN CONNECTION WITH MY APPLICATION.

IN THE EVENT THAT I AM EMPLOYED, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE.

SIGNATURE OF APPLICANT _____ DATE _____