



# Employment Application

Email: jobs@key.net    Mail: Attn. HR Department, 150 Avery Street  
 Fax: 509.394.3474    Walla Walla, WA 99362

Name: Last		First	Middle Initial	Nickname	
Street Address			City	State	Zip
I certify that I am over age 18: _____ Yes _____ No		Cell Phone:		Home Phone:	
Personal Email Address:			Date Available:		
Type of Work Applied For:			Expected Wage/Salary:		

## Educational Record

	Name & Location of School	Circle Last Grade Completed				Major	Degree or Certificate
		1	2	3	4		
High School							
Community College							
College/University							
Graduate School							
Business/Trade Other							

## Skills/Training

Please list any skills/training (military, trade or technical) related to the position for which you are applying:

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## References

List two personal references not related to you

(Name)	(Address)	(Telephone)
1) _____	_____	_____
2) _____	_____	_____

## Personal Data

Have you ever been convicted of any criminal offense? (conviction of such a crime will not necessarily bar you from employment with the company). \_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, please list the conviction, county, state, year & explain the circumstances: \_\_\_\_\_

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Are you legally able to work in the United States: \_\_\_\_\_ Yes \_\_\_\_\_ No

## Employment Data

List all positions whether part-time, self-employed, personal business interest, etc, starting from most current employment. Feel free to attach your resume and/or any additional information.

Other name(s) under which employment may be verified \_\_\_\_\_

Have you ever worked for KEY?  Yes  No If YES, when and under what name \_\_\_\_\_

1) Company Name: (Most Current Employer) \_\_\_\_\_

Address: (City, State, Zip) \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone Number: \_\_\_\_\_

Employed from: \_\_\_\_\_ To: \_\_\_\_\_ If still employed, may we contact your current employer? Check one.  Yes  No

Start Rate \_\_\_\_\_ End Rate \_\_\_\_\_ Hours/Week \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Job Title: \_\_\_\_\_

Briefly describe nature of work, job duties: \_\_\_\_\_

2) Company Name: (Next Previous Employer) \_\_\_\_\_

Address: (City, State, Zip) \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone Number: \_\_\_\_\_

Employed from: \_\_\_\_\_ To: \_\_\_\_\_ Start Rate \_\_\_\_\_ End Rate \_\_\_\_\_

Job Title: \_\_\_\_\_ Hours/Week \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Briefly describe nature of work, job duties: \_\_\_\_\_

3) Company Name: (Next Previous Employer) \_\_\_\_\_

Address: (City, State, Zip) \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone Number: \_\_\_\_\_

Employed from: \_\_\_\_\_ To: \_\_\_\_\_ Start Rate \_\_\_\_\_ End Rate \_\_\_\_\_

Job Title: \_\_\_\_\_ Hours/Week \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Briefly describe nature of work, job duties: \_\_\_\_\_

I certify that the information given by me to Key Technology, Inc. is true and complete to the best of my knowledge. I understand that any omission or misrepresentation of material fact in this application may result in refusal of or separation from employment. I hereby authorize the company to make any investigation of my background deemed necessary. I certify that I am not engaged in any outside activity or business that could be considered in conflict with Key Technology, Inc. interest or those of its clients nor will I become engaged in such activity or business if employed. I certify I am not a current illegal drug user. I certify I am not subject to any non-compete or other such agreement which would prohibit me from working for Key Technology and that I will not bring to Key any confidential or propriety information of others.

I authorize Key Technology, Inc. to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references I have given on my application. I hereby authorize all references and prior employers to provide full references information on me and my prior performance and authorize release of documented information regarding me. I hereby release all parties and persons seeking or responding to any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release Key Technology, Inc. from any liability for future references it may provide regarding my work history at the firm.

I agree that if employed my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either Key Technology, Inc. or myself. I understand that no representative of Key Technology, Inc. other than the President and then only in assigned writing has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Signature \_\_\_\_\_ Date: \_\_\_\_\_