



Keiser Corporation
 2470 S. Cherry Ave.
 Fresno, CA 93706
 (559) 256-8000

Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status.

(please print)

DATE _____

Position(s) Applied For: _____

How Did You Learn About Us?
 advertisement employment agency Keiser employee web site
 relative friend walk-in other _____

NAME _____ TELEPHONE _____
Last First Middle

ADDRESS _____ CELL PHONE _____

CITY, STATE, ZIP _____ E-MAIL _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? yes no

Have you ever filed an application with us before? yes no If YES, give date _____

Have you ever been employed with us before? yes no If YES, give date _____

Are you currently employed? yes no May we contact your present employer? yes no

Are you currently on "lay-off" status and subject to recall? yes no

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment.* yes no

Are you available to work: full time part time shift work temporary

On what date would you be available for work? _____ Can you travel if your job requires it? yes no

Have you been convicted of a felony within the last 7 years? yes no
Conviction will not necessarily disqualify an applicant from employment.

If YES, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

Education	Name and Location of School	Course of Study	Years Completed	Diploma/Degree
High School				
College				
Graduate				
Technical/Trade Business/Other				

Specialized Skills

Check or list the Skills/Equipment:

Microsoft Office
 Word
 Excel
 Powerpoint
 internet/e-mail
 WinMAGI
 Goldmine
 SolidWorks
 multi-line phone system

Production Equipment/Machinery(please list): _____

Other: _____

Indicate any foreign languages you speak, read or write and degree of fluency:

Speak _____ Read _____ Write _____
 _____ _____ _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status):

Describe any education or job-related training received in the United States military:

State any additional information you feel may be helpful to us in considering your application:

Employment Experience

List below all present and past employment, beginning with your most recent. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1. Company Name and Address	Dates Employed from	to	Reason for leaving:
			Supervisor:
	Rate/Salary		Position/Duties:
	Start	Finish	
phone:			
May we contact the above employer for references?			_____ YES _____ NO
2. Company Name and Address	Dates Employed from	to	Reason for leaving:
			Supervisor:
	Rate/Salary		Position/Duties:
	Start	Finish	
phone:			
May we contact the above employer for references?			_____ YES _____ NO
3. Company Name and Address	Dates Employed from	to	Reason for leaving:
			Supervisor:
	Rate/Salary		Position/Duties:
	Start	Finish	
phone:			
May we contact the above employer for references?			_____ YES _____ NO

Personal References:

1. _____
 Name Address Phone

2. _____
 Name Address Phone

3. _____
 Name Address Phone

NOTE: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. _____ YES _____ NO

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview YES NO

Remarks _____

INTERVIEWER

DATE

Employed YES NO Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____

NAME AND TITLE

DATE

NOTES
