

# KEYSTONE COMMUNITY LIVING, INC.

## Employment Application



Keystone Community Living, Inc. is an equal opportunity employer and applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, sexual orientation, citizenship status, marital or veteran status, or the presence of a non-related medical condition or disability.

### APPLICANT INFORMATION

Last Name				First Name			M.I.	Date			
Street Address							Apartment/Unit #				
City				State			ZIP				
Phone				E-mail Address							
Date Available							Desired Status	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>		
Position Applied for											
Are you at least 18 years of age?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do you maintain a valid Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>						
If hired, can you present evidence of US Citizenship or your legal right to live and work in the US?	YES <input type="checkbox"/>	NO <input type="checkbox"/>									
Have you filled out an application before or previously worked here?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?								
Do you have experience working with persons with disabilities?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?								
Were you referred by an employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, whom?								

### EDUCATION (PLEASE PROVIDE PROOF OF HIGHEST EARNED)

High School				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
College				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					

Other Relevant Skills or Certifications:

### REFERENCES

Please list three references, excluding any family members.

Full Name				Relationship						
Business				Phone						
Email										
Full Name				Relationship						
Business				Phone						
Email										
Full Name				Relationship						
Business				Phone						
Email										

**PREVIOUS EMPLOYMENT**

Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving

May we contact your previous employer for a reference? YES  NO

Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving

May we contact your previous employer for a reference? YES  NO

Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving

May we contact your previous employer for a reference? YES  NO

**APPLICANT'S STATEMENT**

By signing my name below:

- I certify that my 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.
- I understand that any employment relationship with this employer is "at will", meaning that the employee may resign at any time and the employer may discharge at any time, with or without cause. I further understand that this "at will" employment may not be changed by any written document or otherwise, unless the President specifically acknowledges the change in writing.
- Once an offer of employment has been made, I agree to provide a urine specimen voluntarily to the laboratory selected by Keystone Community Living, Inc. or its affiliates with the understanding that it will be tested for common drugs of abuse. This testing is consistent with the desire of Keystone to provide a safe, efficient work place and to encourage health and well-being of its employees.
- I am aware that once an offer of employment has been made, I will be required to take a physical examination and a two-step mantoux or chest x-ray.
- I understand that the results of my drug test and criminal background will remain confidential, to the extent that is possible, and will be used only for the purpose of determining the suitability of my employment at Keystone Community Living. I understand that determining suitability is at the total discretion of Keystone Community Living.
- Once an offer of employment has been made, I agree to be fingerprinted at a location selected by Keystone Community Living, Inc. or its affiliates with the understanding that a criminal background check will be conducted. This background check is mandated by state law and is consistent with the desire of Keystone Community Living, Inc. to provide a safe, efficient work place. I also understand that I may be subject to a motor vehicle check to insure driver suitability.
- In consideration of my application for employment with Keystone Community Living, I hereby release Keystone Community Living and its affiliates, its administration, and/or employees from any claim or action or potential claim or action arising out of the urine testing, including those relating to the right to privacy or the rejection of my application.
- I understand that I am required to abide by all rules, regulations and policies of Keystone Community Living.
- I understand that I will be required to attend a three-day orientation before working in any of Keystone's programs.
- I understand that any false or misleading information given during the process of application or interview, including a failure to disclose requested information, may result in discharge.

Signature \_\_\_\_\_

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