

KEYES REFRIGERATION, INC.

5075 Clay Ave SW Suite B
Grand Rapids, MI 49548
PH: 616-241-4495
www.keyesref.com

APPLICATION FOR EMPLOYMENT

Today's Date: _____
Date Available: _____

Keyes Refrigeration, Inc. offers equal employment opportunity to all, based upon individual merit and without regard to race, color, religion, national origin, sex, age, height, weight, marital status, disability or protected handicap.

Name: _____
Last, First, Middle _____ Area Code + Phone Number _____

Current Address: _____ Length of time at this address? _____
Street, Apartment No. _____ City _____ State _____ Zip Code _____

Previous Address: _____ Length of time at this address? _____
Street, Apartment No. _____ City _____ State _____ Zip Code _____

Social Security No: _____ Are you over 18 Years old? Yes _____ No _____

Are you a U.S. Citizen, a lawful permanent resident or otherwise authorized for employment in the United States?
Yes _____ No _____

Do you have a reliable means of transportation? Yes _____ No _____

If hired, when can you start? _____

If you need information on the essential functions of the job, please ask for a job description.

Position Applying For: _____

Salary or Hourly Rate desired? _____

Type of employment desired? Full-Time _____ Part-Time _____ Temporary _____
Dates available: From _____ To: _____

Number of Hours Per Week?: _____ Identify Days & Times Available _____
Are you available for overtime or additional days? Yes _____ No _____

Are you qualified and capable of performing the essential functions of the job for which you are applying, either with or without accommodation? Yes No

Are you employed now? Yes _____ No _____ If yes, may we contact your employer? Yes _____ No _____

Have you ever been convicted of, pled guilty to or no contest to any criminal offense, or are there any felony charges pending?
Yes No

Have you ever been suspended or discharged from employment or quit to avoid discipline? Yes _____ No _____

If yes, please explain: _____

How did you hear about employment with Keyes Refrigeration, Inc.? _____

Have you ever worked at Keyes Refrigeration, Inc. or applied for employment before? Yes _____ No _____

U.S. Armed Forces Service? Yes _____ No _____ From: _____ To: _____

Branch of Service: _____ Duties: _____

Rank or rating at time of enlistment: _____

Rank or rating at time of discharge: _____

Are you able to do the job(s) for which you are applying? Yes _____ No _____

EDUCATION AND TRAINING

	Name	Address	Type of Diploma or Degree Received
High School			
College			
College			
Other			

Are you currently occupationally licensed, registered, or certified in Michigan? Yes _____ No _____

Date: _____

SPECIALIZED EXPERIENCE

Please list any specialized experience that you may bring to this position. _____

Do you have any skills, qualifications or experiences which you feel would especially fit you for work with us?

WORK EXPERIENCE OR VOLUNTEER EXPERIENCE

List most recent or present position first. Do not skip any consecutive employments.

Explain any periods of unemployment.

Employer:

Address: _____

City/State/Zip: _____

Telephone: _____

Supervisor: _____

Dates of Employment: _____

to

Position: _____

Hourly Rate: _____

or Annualized Salary: _____

Responsibilities: _____

Reason for Leaving: _____

OK to Check Reference? Yes _____ No _____

Employer:

Address: _____

City/State/Zip: _____

Telephone: _____

Supervisor: _____

Dates of Employment: _____

to

Position: _____

Hourly Rate: _____

or Annualized Salary: _____

Responsibilities: _____

Reason for Leaving: _____

OK to Check Reference? Yes _____ No _____

Employer:

Address: _____

City/State/Zip: _____

Telephone: _____

Supervisor: _____

Dates of Employment: _____

to

Position: _____

Hourly Rate: _____

or Annualized Salary: _____

Responsibilities: _____

Reason for Leaving: _____

OK to Check Reference? Yes _____ No _____

CERTIFICATION

Under Michigan law, you must request any necessary accommodation for a physical or mental handicap within 182 days after you know, or should know, of the need for accommodation. A form is available if you need to request accommodation.

I certify that the information contained in this application is correct and complete to the best of my knowledge and belief. I

Keyes Refrigeration, Inc. reserves the right to terminate employment at any time, with or without cause, at the sole discretion of

Date: _____ Signature of Applicant: _____

Internal Use Only:

Application reviewed by: _____
Date: _____

For Position: _____