

**KEYSTONE WIRELINE, Inc.**  
**Employment Application**

*Corporate Headquarters*  
1360 Old Freeport Road  
Suite 2A  
Pittsburgh PA 15238  
412-770-6683



# APPLICATION OF EMPLOYMENT

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

**Note:** Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

POSITION APPLYING FOR: \_\_\_\_\_

## PERSONAL INFORMATION

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Current Address:

Street and Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent Address (if different from above):

Street and Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Class: \_\_\_\_\_ Endorsements: \_\_\_\_\_

Date of Birth \_\_\_\_\_

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:

**Yes**       **No**

If applicable, please list your visa type, visa # and expiration: \_\_\_\_\_

Have you ever been convicted of a felony?       **Yes**       **No**

If you answered yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever served in the U.S. Military?       **Yes**       **No**

If yes, please provide the following information:

Branch of Service: \_\_\_\_\_ Rank at time of separation: \_\_\_\_\_

I served from \_\_\_\_\_ to \_\_\_\_\_.

Special Honors:

\_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**EMPLOYMENT HISTORY:**

**Present or Most Recent Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title

Reasons for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title

Reasons for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**EDUCATION**

***High School***

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No Attended from \_\_\_\_\_ to \_\_\_\_\_.

If you did not graduate, did you receive your GED?  Yes  No

Special honors or awards: \_\_\_\_\_

***Technical or Vocational School***

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree or Certification: \_\_\_\_\_ Specialty: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

***College or University***

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

***College or University***

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**POSITION INFORMATION:**

***Position Specifications***

Position Applying For: \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_

What hours are you willing to work? \_\_\_\_\_

Would you be able to work weekends?  Yes  No

Can you lift at least 70 lbs.?  Yes  No

Are you able to work overtime?  Yes  No

Are you willing to travel for the job?  Yes  No

Have you ever tested positive, or refused to test, on any Pre-Employment drug or alcohol test administered by a previous employer?  Yes  No

Have you any physical defects that would preclude you from performing certain jobs?

Yes  No If yes, please describe limitation. \_\_\_\_\_  
\_\_\_\_\_

When would you be able to start? \_\_\_\_\_

Desired salary: \_\_\_\_\_ per hour \_\_\_\_\_

***Skills***

Please describe any skills you have in the following areas:

Drilling / Plumbing / Electrical / Mechanics / Welding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Languages Spoken (other than English): \_\_\_\_\_

Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**Applicant's Statement (Please read carefully before signing)**

- **At-Will Employment** – I understand and agree that if I am hired I will be employed on an at-will basis which means that employment is entirely voluntary. Either the Company or I may terminate the employment relationship at-will at any time, for any reason, with or without cause, with or without notice. I also understand that no employee, supervisor, or representative of the company has the authority to make any promise, statement, or agreement which alters, amends or contradicts the foregoing provision. The President of the Company is the only person who is authorized to make and sign a written contract containing terms different from the foregoing
- **Job-Related testing** - As part of the application process, I understand that my job-related skills and knowledge may be tested. I understand that I may request any reasonable accommodations to participate in the testing or any other part of the process.
- **Reference Authorization** – I hereby authorize KEYSTONE to make any investigation of my background deemed necessary as it pertains to my application for employment. I grant KEYSTONE the right to release information which it may deem appropriate regarding my potential employment with KEYSTONE to anyone who has reasonable basis to make such inquiry. I hereby authorize any former employer, person, firm or Company listed on this application, having information pertaining to me, to answer any and all questions. I agree to release those employers, persons, firms or Companies from any liability for giving truthful information based upon their knowledge or records.
- **Conditional Offer** – I understand that KEYSTONE may make a job offer to me contingent upon a medical examination and drug screen by a Company approved physician.
- **Non-Disclosure Agreement** - If employed by KEYSTONE, I will not have in my possession nor bring with me any writing or thing embodying any secret or confidential material belonging to my former employer. In addition, I will not use any remembered secret or confidential information belonging to my former employer as a condition of continued employment.
- **Testing/Searches** – If employed by KEYSTONE, I understand that I may be subject to search, drug and alcohol testing as a condition of continued employment.
- **Cost incurred for Employment** – If I leave the employment of KEYSTONE anytime for any reason within 90 days of hire I understand that I may be responsible for any pre-employment cost including but not exclusive Background Check Cost, Drug and Alcohol Testing Cost and Employment Agency Fees.
- **Company Property** – I understand that if I am found responsible for the damage of any company property due to negligence, a lack of care, and/or reckless regard, I may be held financially responsible for the cost of the said property.
- **True and Accurate** - I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal.

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