

KEEGAN & COPPIN COMPANY, INC.
APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity Employer

Position Applying For	Date of Application
How Did You Learn About Us?	Salary Desired

Full Name			
Current Address	City	State	Zip Code
Telephone Number		Social Security Number	

	Yes	No
If you are under 18 years of age, can you provide required proof of your eligibility to work?	_____	_____
Have you ever filed an application with us before: If yes, give date _____	_____	_____
Have you ever been employed with us before: If yes, give date _____	_____	_____
Are you currently employed?	_____	_____
May we contact your current employer?	_____	_____
On what date would you be available to work?	_____	_____
Have you ever been convicted of a felony? <small>Conviction will not necessarily disqualify an applicant from employment</small> If yes, please explain _____	_____	_____

Education	School Name & Location	Years Completed	Diploma/Degree
HIGH SCHOOL			
COLLEGE			
TRADE OR BUSINESS SCHOOL			

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experiences

Employment Experience			
Start with most recent employer			
Dates of Employment	Position Held	Wage	Work Performed
From To	Supervisor		
Employer Name & Address	Reason for Leaving		
Telephone Number	May we contact employer?		
Dates of Employment	Position Held	Wage	Work Performed
From To	Supervisor		
Employer Name & Address	Reason for Leaving		
Telephone Number	May we contact employer?		
Dates of Employment	Position Held	Wage	Work Performed
From To	Supervisor		
Employer Name & Address	Reason for Leaving		
Telephone Number	May we contact employer?		

Military
Did you serve in the U.S. Armed Forces? _____
If "Yes", what Branch? _____
Describe any training received relevant to the position for which you are applying? _____

References			
Please give three PROFESSIONAL references that we are able to contact			
Name	Business	Phone #	Relationship

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations, and I understand that my employment is "at-will", therefore employment and compensation can be terminated be either mine or the company's discretion. I understand that no company representative, other than it's president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. If you decide to engage an investigative reporting agency on my personal history, such as, driving record and/or credit history I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report."

Date _____

Signature _____