

# Keeley Crane Service

P.O. BOX 1074

PORTLAND, ME 04104

AN EQUAL OPPORTUNITY EMPLOYER

# APPLICATION FOR EMPLOYMENT

DATE \_\_\_\_\_

## PERSONAL

NAME		
ADDRESS		SOCIAL SECURITY #
CITY		HOME PHONE #
STATE	ZIP	BUSINESS #

## EDUCATION

NAME AND LOCATION	FROM	TO	DEGREE/MAJOR/GPA	DATE GRADUATED
HIGH SCHOOL				
COLLEGE/VOCATIONAL				
OTHER				

## SPECIAL SKILLS OR TRAINING (Applicable to Employment)


## EMPLOYMENT (Start with most Recent)

FROM	TO	EMPLOYER	PHONE #
JOB TITLE		DUTIES	
SUPERVISOR'S NAME			
STARTING SALARY			
ENDING SALARY		REASON FOR LEAVING	
MAY WE CONTACT EMPLOYER AT ABOVE PHONE NUMBER?			<input type="checkbox"/> YES <input type="checkbox"/> NO
FROM	TO	EMPLOYER	PHONE #
JOB TITLE		DUTIES	
SUPERVISOR'S NAME			
STARTING SALARY			
ENDING SALARY		REASON FOR LEAVING	
MAY WE CONTACT EMPLOYER AT ABOVE PHONE NUMBER?			<input type="checkbox"/> YES <input type="checkbox"/> NO
FROM	TO	EMPLOYER	PHONE #
JOB TITLE		DUTIES	
SUPERVISOR'S NAME			
STARTING SALARY			
ENDING SALARY		REASON FOR LEAVING	
MAY WE CONTACT EMPLOYER AT ABOVE PHONE NUMBER?			<input type="checkbox"/> YES <input type="checkbox"/> NO

**ADDITIONAL DATA**

POSITION APPLIED FOR:	RATE OF PAY DESIRED:
DO YOU HAVE A CURRENT DRIVERS LICENSE:	CLASS I, II, III
LIST ANY DAYS/HOURS YOU ARE UNABLE TO WORK:	
DO YOU HAVE ANY DISABILITIES THAT EVEN WITH REASONABLE ACCOMMODATION WOULD PREVENT YOU FROM PERFORMING YOUR JOB? IF YES, EXPLAIN:	
HAVE YOU WORKED HERE BEFORE?	<input type="checkbox"/> YES <input type="checkbox"/> NO, IF YES, HOW LONG?
PREVIOUS POSITION:	REASON FOR LEAVING:
ARE YOU 18 YEARS OF AGE OR OLDER?	<input type="checkbox"/> YES <input type="checkbox"/> NO,

LIST ANY FRIENDS OR RELATIVES WORKING WITH US NOW:

NAME	RELATIONSHIP	NAME	RELATIONSHIP

**APPLICANT: Read and Sign Below**

The information provided by me in this application for employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statement will be considered as cause for possible dismissal.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

U.S. law requires that, if hired, you must furnish your social security card\* and one of the following documents within 72 hours of starting work

- A card issued by Federal, State or local government showing your identity
- Driver's license, or state issued I.D. card with photo
- School I.D. card with photo
- Current INS Forms with employment authorization stamp
- U.S. passport
- Voter's registration card
- U.S. Military card or other draft card

\* If you do not have a social security card, you may present an original or copy of U.S. birth certificate, or Department or State Forms FS-545 or DS-1350 or INS Forms I-327, I-571, I-197, I-179

DO NOT WRITE IN THIS SECTION

**INTERVIEWS**

INTERVIEWER	DATE	COMMENTS