

KEON ENTERPRISES

Employment Application

APPLICANT INFORMATION										
Last Name		First		M.I	Date					
Street Address						Apartment/Unit #				
City		State		ZIP						
Phone			Email Address							
Date Available			Desired Salary							
Position Applied For										
Are you a citizen of the United States?	YES	NO	If NO, are you authorized to work in the U.S.?	YES	NO					
Have you ever worked in this company?	YES	NO	If YES, when?							
Have you ever been convicted of any crime?	YES	NO	If YES, explain							
EDUCATION										
High School				Address						
From		To		Did you graduate?	YES	NO	Degree			
College				Address						
From		To		Did you graduate?	YES	NO	Degree			
REFERENCES										
<i>Please list three professional references</i>										
Full Name					Relationship					
Company					Phone					
Address										
Full Name					Relationship					
Company					Phone					
Address										
Full Name					Relationship					
Company					Phone					
Address										

PREVIOUS EMPLOYMENT

Company				Phone			
Address				Supervisor			
Job Title		Starting Salary \$				Ending Salary \$	
Responsibilities							
From		To		Reason for leaving			
May we contact your previous supervisor for a reference?				YES		NO	
Company				Phone			
Address				Supervisor			
Job Title		Starting Salary \$				Ending Salary \$	
Responsibilities							
From		To		Reason for leaving			
May we contact your previous supervisor for a reference?				YES		NO	
Company				Phone			
Address				Supervisor			
Job Title		Starting Salary \$				Ending Salary \$	
Responsibilities							
From		To		Reason for leaving			
May we contact your previous supervisor for a reference?				YES		NO	

MILITARY EXPERIENCE

Branch			From		To	
Rank at Discharge			Type of Discharge			
If other than honorable, explain						

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature:	Date:
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KEON ENTERPRISES LLC
5137 DEVONSHIRE RD, Suite E
HARRISBURG PA 1711

AUTHORIZATION FOR BACKGROUND SCREENING AND DRUG TESTING

I authorize **KEON ENTERPRISES LLC** or its agents to conduct an investigation and verification of all statements and information contained in this application that they may deem relevant to evaluating my qualifications for employment. I authorize all my previous employers or other persons having information concerning me or my record of employment to report such information. I release each such person, employer or its agents from all claims and liability whatsoever arising out of such an investigation and disclosure of my background.

I understand that the company to which I am applying for employment will seek to keep all such information confidential except where such information is required to be released by law. Upon receiving a conditional offer of employment by this company, I agree to submit to a physical examination and/or testing for illegal drugs by a doctor or facility designated by and at the expense of the company. I also agree to submit to testing for alcohol and/or illegal drugs if requested at subsequent intervals as the company may direct during the course of my employment. I understand that refusal to submit to such testing may result in my dismissal. I agree to permit collection of urine, blood, saliva, hair and/or other samples from me to conduct this testing to determine the presence or use of alcohol and/or drugs. Further, I agree to the release of drug test results and other relevant medical information to authorized representatives of the company. I also understand that my employment is contingent upon passing such testing. I have read, understand and agree to the above.

Applicant Name:

Authorization signature of applicant:

Date: