



Application for Employment

4424 N. Sullivan Road - Spokane Valley, WA 99216 - (509) 928-8000

WE ARE AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER. We consider all qualified applicants regardless of race, religion, color, age, gender, sexual orientation, marital or veteran status, national origin or non-disqualifying disability.

Instructions:

- ◆ Answer all items, even if you have a resume.
- ◆ Print or write clearly, **do not type.**
- ◆ Sign and date the application in the space indicated.

GENERAL INFORMATION

| | | | | | |
|--|--|---|-----------------------------------|--|--------------------------------|
| Last Name: | | First Name | | Middle Initial: | Social Security Number: - - |
| Present Street Address: | | | City: | State: | Zip: |
| Previous Address (if at present address less than 3 years): | | | City: | State: | Zip: |
| Telephone Number(s): | | | Emergency Contact & Phone number: | | |
| Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Have you applied for work here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? | | Are you a U.S. citizen OR able to prove your legal right to reside in and work in the United States? | |
| Have you worked for Keytronic before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when and what position? _____ _____ | | Do any of your relatives or persons of the same household work here? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list their names: _____ _____ | | | |
| Other names you have used and dates: | | | | | |

POSITION INFORMATION

1. Position Desired: _____ Date you are available to start: _____
2. Have you done this type of work before? If yes, where: _____
3. List any certificates or licenses you hold related to your qualifications for the work you seek: _____

4. List other jobs that you may be qualified for: _____
5. How were you referred to us?

| | | |
|------------------------------------|---|--|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Employee referral (name) _____ | <input type="checkbox"/> School (name) _____ |
| <input type="checkbox"/> Walk in | <input type="checkbox"/> Agency (name) _____ | <input type="checkbox"/> Other (name) _____ |

Position Information Cont.

6. Check if you are willing to accept regular work on:

Full Time Part Time
 Day Shift Swing Shift Early Morning Shift On Call Temp/Seasonal Weekends

7. Can you stay late on short notice if required? Yes No

8. Any prior commitments which would require absence of more than a few hours in the next 12 months? Yes No

If yes, please explain: _____

9. Are you now, or do you expect to be engaged in any other business or employment? Yes No

If yes, please explain: _____

EDUCATION

| | School Name and Full Address | Attended Dates | | Graduated? | Degree & Major Area | G.P.A. |
|---|------------------------------|-----------------------------|-----|--------------------------------------|---------------------|--------|
| | | From: | To: | | | |
| High School | | | | | | |
| Community/ Jr. College | | | | | | |
| College University | | | | | | |
| Trade, Business, Other | | | | | | |
| Are you currently a student? If yes, where? | | Scholastic Honors received: | | Plans for future education/training: | | |

EMPLOYMENT EXPERIENCE - Start with PRESENT or most recent employer. Include MILITARY experience or volunteer work if full time or your major activity.

| | | | | | |
|------------------------------|---|---|---------------------|-----|---------------|
| Name of Organization | Street Address | City | State | Zip | Phone Number: |
| Job Title: | Your starting Pay \$ | Dates of Employment: (month & year) _____ to _____ | | | |
| | Your ending Pay \$ | | | | |
| Supervisor's Name and Title: | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | Employment Status: <input type="checkbox"/> FT <input type="checkbox"/> PT | Reason for Leaving: | | |
| Job Duties: | | | | | |

Employment Cont.

| | | | | | |
|------------------------------|---|---|---------------------|-----|---------------|
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| Job Duties: | | | | | |

OTHER SKILLS AND QUALIFICATIONS:

Please mention any other skills, qualifications or experience pertinent to the career you seek (e.g. - Computers, software, machines, tools, special certifications, etc.) _____

REFERENCES: Not former employers

| Name | Address, City, State, Zip | Phone Number | Occupation |
|------|---------------------------|--------------|------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

APPLICANT'S STATEMENT:

I hereby affirm that the information provided on this application and accompanying letters or resume is true and complete to the best of my knowledge. I also agree that any false information or omissions may disqualify me from consideration for employment or result in my termination if discovered any time after my employment date. As a condition of employment, I authorize Key Tronic Corporation to investigate my background thoroughly; agree to assist in such investigation; and release and hold harmless and agree not to bring any claim against Key Tronic Corporation or any other entity or person providing information concerning any portion of my background. I agree to submit to any drug test that may be required by the employer for my hiring or continued employment. I understand that refusal to take such tests may be cause for denial of employment or my termination. I also understand that employment may be conditioned upon an investigation into criminal convictions on record with local, State or Federal law enforcement authorities.

I also understand, that if hired, my employment is not for any specific period or duration and is terminable at will by the employer or me at any time with or without cause or notice. I understand this application is not intended to be a contract. I agree to present personal photo identification and proof of U.S. citizenship or documentation of my authorization to work and reside in the United States, promptly upon confirmation of hiring, and that failure to do so voids any offer of employment.

Signature of Applicant

Today's Date