



An Equal Opportunity Employer

**Contact Information:**  
 Phone 573-442-6171  
 Fax 573-449-5196  
[www.williamskeepers.com](http://www.williamskeepers.com)

## Application for Employment

**POSITION APPLYING FOR:**

Title _____	Department _____
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**PERSONAL INFORMATION:**

Name (Last, First, Middle Initial) _____	Social Security Number _____ - ____ - ____
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Address (Street, City, State, Zip Code) _____
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Home Phone Number ( ) _____	Work Number ( ) _____	May we contact you at work? Yes No
Have you been employed under other names? Yes ___ No ___		
List Name(s): _____		
How did you find out about this opening? <input type="checkbox"/> Web page (Careers Page) <input type="checkbox"/> Human Resources Office <input type="checkbox"/> Williams Keepers Employee - Please name employee if referred: _____ <input type="checkbox"/> Newspaper (Identify) _____    Other (Please explain): _____		
Are you authorized to work in U. S.? Yes ___ No ___		
If employed, you must show documents that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.		

**EDUCATION AND SKILLS:** List all education beginning with most recent. Indicate a diploma or degree, if completed, including GED if obtained.

College			
Name & Location of School	# of yrs completed	Graduated? Yes No	Degree & Major
_____			
If not a graduate, approximate number of credit hours completed _____			
Other School			
Name & Location of School	# of yrs completed	Graduated? Yes No	Degree & Major
_____			
If not a graduate, approximate number of credit hours completed. _____			
High School			
Name & Location of School	# of yrs completed	Graduated? Yes No	Highest Grade Completed?
_____			
General Education Diploma?    Yes No			

**OFFICE AND COMPUTER SKILLS:** Check all that apply.

<input type="checkbox"/> Typing ___ wpm	<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Access
<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Outlook	<input type="checkbox"/> Ten Key by Touch	<input type="checkbox"/> Design Software
<input type="checkbox"/> Apple / Mac	<input type="checkbox"/> PC / IBM		

**SKILLS / CERTIFICATIONS/ PROGRAMMING LANGUAGES:** List technical or specialized skills / credentials relevant to this job, including drivers license (list type of license and name of state where issued), certifications, professional licenses, registrations held ( include certifications / registration number and expiration date) and knowledge of any computer programming languages or specialized software or hardware.


**EMPLOYMENT HISTORY:** List all employment including military and volunteer service starting with the most current position held. Show employment history for at least 10 years or from the time you left school (supplement sheets available). Explain gaps in employment history. You may attach a resume, but you must complete the employment section. This information will be used in reference checks. Failure to answer all items in the following sections may eliminate you from further consideration.

<b>Dates Employed (month /year)</b> <b>From:</b> _____ <b>To:</b> _____ <b>Salary:</b> <b>Start \$</b> _____ <b>Final \$</b> _____  <input type="checkbox"/> <b>Full – Time</b> <input type="checkbox"/> <b>Part – Time</b> Hrs/ wk _____	<b>Position Title:</b> _____  <b>Organization Name/Address/Phone:</b> _____ _____ _____  <b>Supervisor’s Name /Title:</b> _____  <b>May we contact this supervisor for a reference?</b> <b>Reason for leaving:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>General Duties:</b>	

<b>Dates Employed (month /year)</b> <b>From:</b> _____ <b>To:</b> _____ <b>Salary:</b> <b>Start \$</b> _____ <b>Final \$</b> _____  <input type="checkbox"/> <b>Full – Time</b> <input type="checkbox"/> <b>Part – Time</b> Hrs/ wk _____	<b>Position Title:</b> _____  <b>Organization Name/Address/Phone:</b> _____ _____ _____  <b>Supervisor’s Name /Title:</b> _____  <b>May we contact this supervisor for a reference?</b> <b>Reason for leaving:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>General Duties:</b>	

<b>Dates Employed (month /year)</b> <b>From:</b> _____ <b>To:</b> _____ <b>Salary:</b> <b>Start \$</b> _____ <b>Final \$</b> _____  <input type="checkbox"/> <b>Full – Time</b> <input type="checkbox"/> <b>Part – Time</b> Hrs/ wk _____	<b>Position Title:</b> _____  <b>Organization Name/Address/Phone:</b> _____ _____ _____  <b>Supervisor’s Name /Title:</b> _____  <b>May we contact this supervisor for a reference?</b> <b>Reason for leaving:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>General Duties:</b>	

**PLEASE READ CAREFULLY AND SIGN:** I certify that the above statements are correct. I understand that any false information (or omissions) in this application, or its supporting documents, will be sufficient grounds for refusal to hire me or for termination without notice. I agree that all rules, orders and regulations affecting my employment shall constitute a part of my appointment or employment. I further understand that Williams Keepers, LLC has the right to review my education, previous employment, driving and criminal records and other background data.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTICE OF NONDISCRIMINATION:** Per Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Williams Keepers does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as disabled veteran of the Vietnam Era. Any person having inquiries concerning Williams Keepers compliance with these regulations is directed to contact the Firm's Human Resource Coordinator. Inquiries should be directed to the Columbia address of William Keepers.