



# KEYSTONE POTATO PRODUCTS LLC

P.O. Box 27 • Hegins, PA 17938 • (570) 695-0909 • www.keystonepotato.com

## PRE-EMPLOYMENT DRUG SCREENING CONSENT AND AUTHORIZATION

Keystone Potato Products, LLC requires a pre-employment drug screening as a condition of employment. Keystone Potato Products, LLC provides a substance-free workplace.

I have read and understand the pre-employment drug screening information included in Keystone Potato Products, LLC application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### HUMAN RESOURCES USE ONLY

HIRE DATE _____	EXEMPT NONEXEMPT	<b>NOTES:</b> _____ _____ _____ _____ _____
SCHED HOURS _____	WORK WEEK 3/36 5/40	
HOURLY RATE _____	CHARGE: ___YES ___NO	
SALARIED RATE _____		
TRADITIONAL LUNCH: _____	___YES ___NO	
SHIFT _____		
INITIAL HR INTERVIEW _____		
MANAGER INTERVIEW _____		

## EMPLOYMENT APPLICATION

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, citizenship status or the presence of a non-job related medical condition or disability.

### PERSONAL

*Please Print Clearly*

Last Name		First Name		Middle Initial	
Present Address			Apt. No.	City	State Zip Code
Telephone No.		Alternate Telephone No.		Social Security No.	
Position Desired				Are You Authorized To Work In The U.S.? ___Yes ___No	
Date You Can Start	Interested In: ___Full-Time ___Part-Time ___Temporary	Shift: ___Any Shift ___Day ___Eve___Night	Are You Under 18 Years of Age? ___Yes ___No		
Do You Have Relatives or Friends Employed by Keystone Potato Products, LLC? ___Yes ___No					
Name: _____			Relationship: _____		
Have You Ever Been Employed by Keystone Potato Products, LLC Before? ___Yes ___No Dates: _____					
Have You Ever Been Convicted Of A Crime or Offense Other Than A Minor Traffic Violation? ___Yes ___No If Yes, Please Explain				When	Where

### EDUCATION

Education Level	Name of School	Address	Dates Attended	If Graduated, Degree/Major
High School Or highest Grade attended				
College/University				
Technical School				
Graduate School				

### DEGREES/CERTIFICATIONS

Type	State	Expiration Date	Registration No.

## EMPLOYMENT EXPERIENCE

List each position held. Start with your present position. Include military service assignments and volunteer activities.

Employer	Dates		Description of Duties/Responsibilities
	From	To	
Address			
Job Title	Hourly Rate/Salary		
Supervisor Name and Phone No.	Starting	Final	
Reason for Leaving			

Employer	Dates		Description of Duties/Responsibilities
	From	To	
Address			
Job Title	Hourly Rate/Salary		
Supervisor Name and Phone No.	Starting	Final	
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	From	To	
Address			
Job Title	Hourly Rate/Salary		
Supervisor Name and Phone No.	Starting	Final	
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

## BUSINESS/PROFESSIONAL REFERENCES

Name	Company/Institution	Telephone No.
Name	Company/Institution	Telephone No.
Name	Company/Institution	Telephone No.
Do you authorize us to contact your present employer for reference prior to employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>AUTHORIZING SIGNATURE</b>		

## SKILLS/QUALIFICATIONS

List Machines and Tools you are qualified to operate:			
Familiarity with Computers and Software: <input type="checkbox"/> Proficient <input type="checkbox"/> Somewhat <input type="checkbox"/> None			
List software at which you are proficient:			
Are you able to perform all jobs required?:			
U.S. Military Branch	From	To	Final Rank

## AGREEMENT

I certify that the information provided on this application (and resume attached) is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further considerations for employment and may be considered justification for dismissal if discovered at a later date.

I authorize investigation of all statements contained in this application, (and resume, if attached) and hereby release from liabilities or responsibilities any persons, companies or institutions supplying such information and shall hold Keystone Potato Products, LLC harmless from any liability due to decisions made based on those references.

In connection with my application for employment with Keystone Potato Products LLC, I authorize Keystone Potato Products, LLC to obtain employment references and related employment information about my background including, but not limited to, information about my employment, income, education, and if applicable, license verification.

If employed I will:

- Provide original documentation of my identity and employment authorization pursuant to the
- Immigration Reform and Control Act of 1986.
- Abide by all Keystone Potato Products, LLC rules, regulations and conditions of employment.

I understand that my employment or continued employment is at will and contingent upon:

- Satisfactory completion of pre-employment drug screening.
- Receipt of satisfactory references.
- Satisfactory completion of an introductory period for my job description.

I further understand that:

- My shift, work location and job assignment are subject to change at the discretion of Keystone Potato Products, LLC.
- My employment and compensation can be terminated with or without cause, and with or without notice, at any time at the option of Keystone Potato Products, LLC.
- No employee, manager, or other agent of Keystone Potato Products, other than the President and General Manager of the respective corporation has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to any part of the foregoing.
- Any amendment to any part of the foregoing agreement must be in writing and signed by the General Manager of the respective corporation.

Date	Signature of Applicant
Other Name (AKA)	

*Keystone Potato Products, LLC is an equal opportunity employer.*