

# Application for Employment

(Use the TAB key to navigate)

Today's Date: \_\_\_\_\_

Name Last First Middle

Street Address

City/Municipality State/Province Zip Code/Postal Code

Daytime Telephone Number E-Mail Address

Position(s) Applied For Desired Salary (\$)

How soon are you available to work? Are you available for full or part-time work? If available only for Part-Time work, please indicate day/hours available for work.

## Where did you learn about Key Brand Entertainment?

- Agency Agency's Name: \_\_\_\_\_
- Website/Online Source: Select One If Website/Source is not listed please specify: \_\_\_\_\_
- Key Brand Entertainment Employee Referral Employee Name: \_\_\_\_\_
- Job Fair
- Walk In
- Other: \_\_\_\_\_

Have you ever been previously employed with Key Brand Entertainment including all acquired or affiliated companies?  
 Yes  No If yes, dates of employment: \_\_\_\_\_ to \_\_\_\_\_

Do you have any relatives employed by Key Brand Entertainment?  
 Yes  No If yes, name of relative: \_\_\_\_\_

Key Brand Entertainment is an equal opportunity employer. It is the policy of Key Brand Entertainment not to discriminate in its employment and policies because of a person's race, sex, religion, creed, national origin, age, marital status, sexual orientation, citizenship status for legal residents, disability, national or ethnic origin, or any other characteristic protected by state, provincial or federal laws.

## Application for Employment

Tell us about Yourself

### EDUCATION

|  | High School or Equivalent                                | College or Vocational School                             | Graduate School  | Relevant Training  |
|--|--|--|--|--|
| Name and Location of School  |  |  |  |  |
| Course of Study  |  |  |  |  |
| Number of Years Completed  |  |  |  |  |
| Did you Graduate?  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Degree, Diploma or Certificate Received  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Advanced/Professional Certifications:</b><br>Please list all advanced professional certifications you hold (i.e. State Bar, CPA, SPHR, etc) |  |  |  |  |
| Certification Title:   | Acquisition Date:  |  | Next Renewal Date:                                       |  |
| Certification Title:   | Acquisition Date:  |  | Next Renewal Date:                                       |  |
| Certification Title:   | Acquisition Date:  |  | Next Renewal Date:                                       |  |

If related to the position that you are seeking, in which **computer applications** are you proficient?

**Check level of Expertise:**

|                                       |                                       |                                       |  |
|---------------------------------------|---------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Word         | <input type="checkbox"/> Excel        | <input type="checkbox"/> PowerPoint   | <input type="checkbox"/> Database Programs |
| <input type="checkbox"/> Novice       | <input type="checkbox"/> Novice       | <input type="checkbox"/> Novice       | <input type="checkbox"/> Novice            |
| <input type="checkbox"/> Intermediate | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Intermediate      |
| <input type="checkbox"/> Expert       | <input type="checkbox"/> Expert       | <input type="checkbox"/> Expert       | <input type="checkbox"/> Expert            |

Please list other software applications, computer programs, etc.:

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Are you subject to any **contractual restrictions** that would prevent or interfere with Key Brand Entertainment extending and offer of employment?  Yes  No If Yes, please explain below:

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## Application for Employment

### Your work Experience

List below all present and past employment starting with your most recent employer, last five (5) years is sufficient. (Account for all periods of unemployment)  
You must complete this section even if attaching a resume.

|   |                                 |
|---|---------------------------------|
| Name of Employer: _____   | Type of Business: _____         |
| City/Municipality _____ State/Province _____  | Phone: _____                    |
| Current Supervisor: _____   | Title/Position: _____           |
| May we contact this supervisor as a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No | Duties:                         |
| Employment Dates: From _____ to _____   | Reason for Leaving/Change:      |
| Starting Salary \$ _____ Current Base \$ _____  | Bonus (if applicable): \$ _____ |

|   |                                 |
|---|---------------------------------|
| Name of Employer: _____   | Type of Business: _____         |
| City/Municipality _____ State/Province _____  | Phone: _____                    |
| Current Supervisor: _____   | Title/Position: _____           |
| May we contact this supervisor as a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No | Duties:                         |
| Employment Dates: From _____ to _____   | Reason for Leaving/Change:      |
| Starting Salary \$ _____ Current Base \$ _____  | Bonus (if applicable): \$ _____ |

|   |                                 |
|---|---------------------------------|
| Name of Employer: _____   | Type of Business: _____         |
| City/Municipality _____ State/Province _____  | Phone: _____                    |
| Current Supervisor: _____   | Title/Position: _____           |
| May we contact this supervisor as a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No | Duties:                         |
| Employment Dates: From _____ to _____   | Reason for Leaving/Change:      |
| Starting Salary \$ _____ Current Base \$ _____  | Bonus (if applicable): \$ _____ |

Please attach a separate page with additional experience if this list does not provide five (5) years of employment.

## Application for Employment

### More about you

Within the **past ten years**, have you been terminated or asked to resign by an employer?  Yes  No

If you answered "Yes" please explain:

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It is **Key Brand Entertainment's** policy to conduct reference and background checks as part of the pre-employment process. You may be asked to provide additional references upon request.

May we contact your present employer at this time?  Yes  No If you answered "No" please explain:

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Should you be offered a position at **Key Brand Entertainment** in the US, can you submit verification of your right to work in the U.S.?  Yes  No

Are you at least 18 years of age?  Yes  No

Have you ever, under your name or any other name, been convicted of a criminal offense in the past seven (7) years? (You are not required to, nor should you, disclose information regarding a minor traffic violation, information that is more than seven years old, that was judicially expunged or sealed, for a marijuana-related offense over two years old, if you completed a pre-trial or post-trial diversion program, or for a misdemeanor for which probation was successfully completed or discharged and the case was judicially dismissed.)  Yes  No

A conviction will not necessarily disqualify you from employment. Each case will be evaluated on its own merit. If yes, please list the date and details:

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Can you perform the essential functions of the job for you have applied, either with or without reasonable accommodation? (Note: We comply with the ADA and will not discriminate against any qualified applicant because of an individual physical or mental disability. We will consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)  Yes  No

If no, describe the functions that cannot be performed:

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**References:** Please list **3 individuals** not related to you who have direct knowledge of your work performance within the last 3-5 years.

|   |                                 |
|---|---------------------------------|
| <b>Name:</b>  | <b>Phone Number:</b>            |
| Company During Work Relationship:                                     | Current Company (if different): |
| His/Her Title During Your Relationship:                               | Number of years acquainted:     |
| Nature of relationship (i.e. supervisor, college, subordinate, etc.): |                                 |
| <b>Name:</b>  | <b>Phone Number:</b>            |
| Company During Work Relationship:                                     | Current Company (if different): |
| His/Her Title During Your Relationship:                               | Number of years acquainted:     |
| Nature of relationship (i.e. supervisor, college, subordinate, etc.): |                                 |
| <b>Name:</b>  | <b>Phone Number:</b>            |
| Company During Work Relationship:                                     | Current Company (if different): |
| His/Her Title During Your Relationship:                               | Number of years acquainted:     |
| Nature of relationship (i.e. supervisor, college, subordinate, etc.): |                                 |

## Application for Employment

### read and initial

Please read and initial **each paragraph** below and sign in the space provided below.

[\_\_\_\_\_] I certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any documents used to secure my employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

[\_\_\_\_\_] I authorize my prior employers, all educational institutions that I have attended, and all individuals whom I have listed as references herein to supply **Key Brand Entertainment** and its agents to investigate and obtain any and all oral and documentary information regarding my past employment, education, experience, qualifications, references, character, credit, driving history and criminal or police records, including those maintained by both public and private organizations. I agree to furnish additional information if requested. I hereby release and indemnify and hold harmless **Key Brand Entertainment** and all prior employers, educational institutions and other individuals or companies from any and all claims, demands or liability for providing any information set forth herein regarding me.

[\_\_\_\_\_] I understand that this application is not a job offer or employment contract with **Key Brand Entertainment** for a specific time period. I agree that if I become employed by **Key Brand Entertainment**, my employment will be an "at-will" basis. This means that my employment will be for no definite or determinable period and may be terminated at any time, with or without cause and with or without prior notice, at the option of either myself or **Key Brand Entertainment**. I further understand that **Key Brand Entertainment** may demote or discipline me, or take other action with respect to my employment, with or without cause and with or without prior notice. Further, I understand that nothing contained in this application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to alter the at will relationship between me and the company.

[\_\_\_\_\_] I understand that any offer of employment by **Key Brand Entertainment** is conditioned on successful completion of all employment requirements, including, without limitation, background, compensation, employment, education, experience, qualifications, professional references, employment eligibility checks, authorization to work in the United States and any other mandates as required by law.

[\_\_\_\_\_] I acknowledge that I have read and understand the statements listed above, and I understand that they will become part of the terms and conditions of my employment if I become employed by **Key Brand Entertainment**. I understand and agree that the terms set forth above cannot be changed or revoked by any employee of **Key Brand Entertainment**, except in a written agreement signed by the company's Chief Executive Officer.

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Applicants **Signature**

Date