

**Key Lime Computer**  
**CLASSIFIED STAFF EMPLOYMENT APPLICATION**  
*AN EQUAL OPPORTUNITY EMPLOYER*

**Key Lime Computer/ Human Resources/ 2860 Creek Road./ West Palm Beach, Fl. 33406**

**(561) 968-5238**

**FAX (561) 967-9857**

**PLEASE TYPE OR PRINT IN DARK INK; PHOTOCOPIES ARE ACCEPTABLE.**  
**APPLICATIONS WHICH ARE ILLEGIBLE MAY BE REJECTED.**  
**APPLICATIONS MUST BE COMPLETE, MUST BE SIGNED,**  
**AND MUST CLEARLY SHOW THAT YOU MEET THE REQUIREMENTS OF THE POSITION.**  
**YOU MAY ATTACH A RESUME TO THIS APPLICATION;**  
**HOWEVER, A RESUME WILL NOT SUBSTITUTE FOR A FULLY COMPLETED APPLICATION.**  
**A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH POSITION UNLESS OTHERWISE SPECIFIED.**

**JOB APPLIED FOR**

JOB NAME	CLASSIFICATION	CLASSIFICATION NO.
----------	----------------	--------------------

**APPLICANT INFORMATION**

SOCIAL SECURITY NUMBER (OPTIONAL)	DRIVERS' LICENCE NUMBER	ISSUED IN THE STATE OF
NAME (LAST, FIRST MI)		
ADDRESS		
CITY, STATE, ZIP		

**TELEPHONE NUMBERS**

HOME (INCLUDE AREA CODE)	WORK (INCLUDE AREA CODE)	E-MAIL ADDRESS
--------------------------	--------------------------	----------------

<p>ARE YOU NOW OR HAVE YOU EVER BEEN EMPLOYED BY KEY LIME COMPUTER?</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES</p> <p>    DATES OF EMPLOYMENT              .</p> <p>    EMPLOYEE TYPE (I.E., Administrative, Technician, Temporary, ETC.)              .</p> <p style="text-align: center;">[If classified, also indicate classification]</p>
---

**FOR OFFICE USE ONLY**

<input type="checkbox"/> APPLICATION ACCEPTED	DATE
APPLICATION RECEIVED BY HR:	
<input type="checkbox"/> APPLICATION NOT ACCEPTED FOR THE FOLLOWING REASON: .	
DATA ENTRY ID# _____	
(rev 3/03)	

**HOW DID YOU LEARN ABOUT THIS POSITION?** \_\_\_\_\_

Web, newspaper (specify), employee referral, etc.

**EDUCATION AND FORMAL TRAINING**

List enough education and training (college, nursing, trades, business, or other schools) to indicate that you meet the requirements specified in the "Qualifications" section of the job announcement.

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED CERTIFICATE?  YES  NO

NAME AND LOCATION OF SCHOOL (beyond high school)	COURSE OF STUDY	TYPE OF DEGREE EARNED OR CREDIT HOURS COMPLETED

**LICENSE/ REGISTRATION/ CERTIFICATE**

Be certain to indicate any required or preferred in the announcement, i.e., a professional license, registration, or certificate.

DESCRIPTION	STATE	NUMBER	EXPIRATION

**SPECIALIZED SKILLS**

Be certain to indicate any required or preferred in the announcement, i.e., foreign languages, typing, computer programs, or other skills.

SKILL AREA	PROFICIENCY LEVEL (SELF EVALUATE)

**WORK HISTORY**

Describe enough work experience to indicate that you meet the requirements specified in the qualifications "Required" and "Preferred" sections of the job announcement. List work history in chronological order, with current or most recent job first. Please attach additional sheets USING THE FOLLOWING FORMAT to complete the work history section (if needed).

**JOB NUMBER 1**

EMPLOYER ADDRESS CITY/STATE/ZIP	SUPERVISOR TELEPHONE NUMBER MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO
YOUR TITLE (OR CLASSIFICATION IF OUS)	DATES OF EMPLOYMENT
<input type="checkbox"/> FULL-TIME OR <input type="checkbox"/> PART-TIME (# OF HOURS PER WEEK  _____ )	NUMBER OF EMPLOYEES YOU SUPERVISED
SUPERVISION INCLUDED (CHECK ALL THAT APPLY) <input type="checkbox"/> ASSIGNING AND REVIEWING WORK <input type="checkbox"/> RATING WORK PERFORMANCE <input type="checkbox"/> HIRING OR RECOMMENDING HIRING <input type="checkbox"/> HANDLING DISCIPLINARY PROBLEMS <input type="checkbox"/> RESPONDING TO GRIEVANCES <input type="checkbox"/> NOT RESPONSIBLE FOR ANY OF THE ABOVE	
DUTIES (BE SPECIFIC)	

**JOB NUMBER 2**

EMPLOYER ADDRESS CITY/STATE/ZIP	SUPERVISOR TELEPHONE NUMBER MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO
YOUR TITLE (OR CLASSIFICATION IF OUS)	DATES OF EMPLOYMENT
<input type="checkbox"/> FULL-TIME OR <input type="checkbox"/> PART-TIME (# OF HOURS PER WEEK  _____ )	NUMBER OF EMPLOYEES YOU SUPERVISED
SUPERVISION INCLUDED (CHECK ALL THAT APPLY) <input type="checkbox"/> ASSIGNING AND REVIEWING WORK <input type="checkbox"/> RATING WORK PERFORMANCE <input type="checkbox"/> HIRING OR RECOMMENDING HIRING <input type="checkbox"/> HANDLING DISCIPLINARY PROBLEMS <input type="checkbox"/> RESPONDING TO GRIEVANCES <input type="checkbox"/> NOT RESPONSIBLE FOR ANY OF THE ABOVE	
DUTIES (BE SPECIFIC)	



**JOB NUMBER 3**

EMPLOYER ADDRESS CITY/STATE/ZIP	SUPERVISOR TELEPHONE NUMBER MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO
YOUR TITLE (OR CLASSIFICATION IF OUS)	DATES OF EMPLOYMENT
<input type="checkbox"/> FULL-TIME OR <input type="checkbox"/> PART-TIME (# OF HOURS PER WEEK )	NUMBER OF EMPLOYEES YOU SUPERVISED
SUPERVISION INCLUDED (CHECK ALL THAT APPLY) <input type="checkbox"/> ASSIGNING AND REVIEWING WORK <span style="float: right;"><input type="checkbox"/> RATING WORK PERFORMANCE</span> <span style="float: right;"><input type="checkbox"/> HIRING OR RECOMMENDING HIRING</span> <input type="checkbox"/> HANDLING DISCIPLINARY PROBLEMS <input type="checkbox"/> RESPONDING TO GRIEVANCES <input type="checkbox"/> NOT RESPONSIBLE FOR ANY OF THE ABOVE	
DUTIES (BE SPECIFIC)	

**JOB NUMBER 4**

EMPLOYER ADDRESS CITY/STATE/ZIP	SUPERVISOR TELEPHONE NUMBER MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO
YOUR TITLE (OR CLASSIFICATION IF OUS)	DATES OF EMPLOYMENT
<input type="checkbox"/> FULL-TIME OR <input type="checkbox"/> PART-TIME (# OF HOURS PER WEEK )	NUMBER OF EMPLOYEES YOU SUPERVISED
SUPERVISION INCLUDED (CHECK ALL THAT APPLY) <input type="checkbox"/> ASSIGNING AND REVIEWING WORK <span style="float: right;"><input type="checkbox"/> RATING WORK PERFORMANCE</span> <span style="float: right;"><input type="checkbox"/> HIRING OR RECOMMENDING HIRING</span> <input type="checkbox"/> HANDLING DISCIPLINARY PROBLEMS <input type="checkbox"/> RESPONDING TO GRIEVANCES <input type="checkbox"/> NOT RESPONSIBLE FOR ANY OF THE ABOVE	
DUTIES (BE SPECIFIC)	

WORK HISTORY CONTINUE, USING THIS FORMAT, ON ATTACHED SHEET(S)

**BACKGROUND: APPLICATIONS MUST HAVE THIS SECTION COMPLETED IN ORDER TO BE CONSIDERED.**

HAVE YOU BEEN **CONVICTED** OF A MISDEMEANOR OR FELONY AS AN ADULT?

- NO
- YES (Please list the circumstance and date. Exclude minor traffic violations and other convictions, which have been expunged or sealed. Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.)

**WORK AUTHORIZATION: APPLICATIONS MUST HAVE THIS SECTION (BOTH QUESTIONS) COMPLETED IN ORDER TO BE CONSIDERED.**

YOU MUST CURRENTLY BE AUTHORIZED TO WORK IN THE UNITED STATES. PLEASE INDICATE YOUR STATUS:

- CITIZEN OR NATIONAL OF THE UNITED STATES
- LAWFUL PERMANENT RESIDENT
- ALIEN AUTHORIZED TO WORK UNTIL

YOU MUST BE AT LEAST 18 YEARS OF AGE, OR, IF UNDER 18, YOU MUST HAVE GRADUATED FROM HIGH SCHOOL OR HAVE A VALID WORK PERMIT IN ORDER TO BE EMPLOYED BY KEY LIME COMPUTER. DO YOU MEET THIS REQUIREMENT?

- YES
- NO

**CERTIFICATION AND SIGNATURE**

I understand that any oral or written statement that is false, fraudulent or misleading that is contained in this application or attached materials, or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment, or dismissal from Key Lime Computer if discovered after employment, and/or prosecution for a crime. I further understand that I must prove that I am authorized to work in the United States if I am hired. I authorize Key Lime Computer to verify the information provided on this application.

**I UNDERSTAND THAT IF I AM SELECTED AS A FINALIST FOR THE POSITION, I WILL BE REQUIRED TO SUCCESSFULLY COMPLETE A CRIMINAL RECORDS CHECK.**

SIGNATURE	DATE
-----------	------

- **UNSIGNED APPLICATIONS WILL NOT BE ACCEPTED**
- **RETAIN A COPY OF YOUR APPLICATION (COPIES ARE NOT PROVIDED)**

**KEY LIME COMPUTER  
AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY DATA**

Completion of the following data is strictly voluntary. If you choose to provide this information, it will help us to evaluate the effectiveness of Key Lime Computer's AA/EEO policies. If you choose not to disclose this information, your application for employment will not be adversely affected. **This data will be kept confidential and separate from your application for employment.** Your cooperation is appreciated.

**JOB APPLIED FOR**

JOB Description	CLASSIFICATION	CLASSIFICATION NO.
-----------------	----------------	--------------------

**GENDER**

- (F) Female
- (M) Male

**ETHNIC BACKGROUND (CHECK ONE ONLY)**

- (A) Asian or Pacific Islander: Persons having origins in any of the peoples of the Far East, Southeast Asia, the India subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- (B) African American (not of Hispanic origin): Persons having origins in any of the black ethnic groups.
- (H) Hispanic: Persons having origins in any of the Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures, regardless of ethnicity.

- (I) Native American or Alaskan Native: Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
  
- (W) Caucasian (not of Hispanic origin): Persons having origin in any of the original peoples of Europe, North Africa or the Middle East)