

Lakebluff Employment Application

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

Personal Information

First Name _____

Middle Name _____

Last Name _____

Street Address _____

City, State, Zip Code _____

Phone Number () _____

Email _____

Have you ever applied to / worked for Company before? [] Y or [] N

If yes, please explain (include date): _____

Do you have any friends, relatives, or acquaintances working for Company? [] Y or [] N

If yes, state name & relationship: _____

If hired, would you have transportation to/from work? [] Y or [] N

Are you over the age of 18? [] Y or [] N

If you are under age 18, do you have an employment/age certificate? [] Y or [] N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States?
[] Y or [] N

Have you been convicted of or pleaded no contest to a felony within the last five years? [] Y or [] N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case. _____

If hired, are you willing to submit to and pass a controlled substance test? [] Y or [] N

Position and Availability

Position Applied For: _____

Salary desired: \$ _____

Are you applying for:

Temporary work – such as summer or holiday work? [] Y or [] N

Regular part-time work? [] Y or [] N

Regular full-time work? [] Y or [] N

Days/Hours Available

Monday Hours Available: from _____ to _____

Tuesday Hours Available: from _____ to _____

Wednesday Hours Available: from _____ to _____

Thursday Hours Available: from _____ to _____

Friday Hours Available: from _____ to _____

Saturday Hours Available: from _____ to _____

Sunday Hours Available: from _____ to _____

If applying for temporary work, when will you be available _____

If hired, on what date can you start working? _____ / _____ / _____

Can you work on the weekends? Y or N

Can you work evenings? Y or N

Are you available to work overtime? Y or N

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? Y or N

If no, describe the functions that cannot be performed

Education, Training and Experience

High School:

School Name _____

School Address _____

School City, State, Zip _____

Number of years completed _____

Did you graduate Y or N

Degree/diploma earned _____

College/University

School Name _____

School Address _____

School City, State, Zip _____

Number of years completed _____

Did you graduate Y or N

Degree/diploma earned _____

Vocational School:

School Name _____

School Address _____

School City, State, Zip _____

Number of years completed _____

Did you graduate Y or N

Degree/diploma earned _____

Military:

Branch _____

Rank in Military _____

Total Years of Services _____

Skills/duties _____

Related details _____

Skills and Qualifications: Licenses, Skills, Training, Awards _____

Do you speak, write or understand any foreign languages? [] Y or [] N

If yes, describe which language(s) and how fluent of a speaker you consider yourself to be. _____

Employment History

You should be prepared to detail each position for the past five years, and account for any gaps in employment during that period.

Are you currently employed? [] Y or [] N

If you are currently employed, may we contact your current employer? [] Y or [] N

Name of Employer: _____

Telephone Number: () _____

Business Type: _____

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

Previous Positions: Include for each employer/position for the past five years:

Name of Employer: _____

Telephone Number: () _____

Business Type: _____

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references? [] Y or [] N

References

List below three persons who have knowledge of your work performance within the last four years. Please include professional references only.

Name - First, Last: _____

Telephone Number: () _____

Address: _____

City, state, zip: _____

Occupation: _____

Number of Years Acquainted: _____

Name - First, Last:

Telephone Number: ()

Address:

City, state, zip:

Occupation:

Number of Years Acquainted:

Name - First, Last:

Telephone Number: ()

Address:

City, state, zip:

Occupation:

Number of Years Acquainted:

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____