



**APPLICATION FOR EMPLOYMENT**

(Please Print or Type)

Please fill out this application to the best of your ability. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, national origin, marital status, age, or disability.	Name _____
	Address: _____
	City _____ State _____ Zip _____
	Phone No. _____ Best time to call _____
	Position applied For: _____
	Date of application: _____

**Employment History:**

Begin with your current or last job. Include military service assignments (if applicable). May we contact your present Employer? Yes \_\_\_ No \_\_\_

If No - Please State Reason: \_\_\_\_\_

Employer Name	Telephone ( )
Address	Employed (Month/Year) From To
Name of supervisor	Hourly Pay Rate Start Last
Job title and describe your work	Reason for leaving  May we contact for Reference: Yes ___ No ___ Later ___

Employer Name	Telephone ( )
Address	Employed (Month/Year) From To
Name of supervisor	Hourly Pay Rate Start Last
Job title and describe your work	Reason for leaving  May we contact for Reference: Yes ___ No ___ Later ___

Employer Name	Telephone (    )
Address	Employed (Month/Year) From                      To
Name of supervisor	Hourly Pay Rate Start                      Last
Job title and describe your work	Reason for leaving  May we contact for Reference: Yes _____ No _____ Later _____

Employer Name	Telephone (    )
Address	Employed (Month/Year) From                      To
Name of supervisor	Hourly Pay Rate Start                      Last
Job title and describe your work	Reason for leaving  May we contact for Reference: Yes _____ No _____ Later _____

Employer Name	Telephone (    )
Address	Employed (Month/Year) From                      To
Name of supervisor	Hourly Pay Rate Start                      Last
Job title and describe your work	Reason for leaving  May we contact for Reference: Yes _____ No _____ Later _____

**Education:**

School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
High School				Yes__ No __	
Trade School				Yes__ No __	
College				Yes__ No __	
Graduate School				Yes__ No __	
Training Courses				Yes__ No __	

**Specialized Training:**

Any specialized training, apprenticeship programs, certifications, or any other special job related skills

---

**Professional, Trade, Business, or Civic Organizations/Offices:**

(Exclude those which may declare your race, color, religion, national origin, disability, or other protected class)

---

**Foreign Languages:**

Please indicate if you speak, read, or write in any languages other than English \_\_\_\_\_

**Personal:**

If under age 18, can you provide proof of eligibility to work? Yes \_\_\_ No \_\_\_

Have you ever applied to work for this employer? Yes \_\_\_ No \_\_\_ When? \_\_\_\_\_

Have you ever been employed with this employer before? Yes \_\_\_ No \_\_\_ When? \_\_\_\_\_

List any relatives or friends working for LW&SD Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Can you perform the **Essential Job Functions** of the Job for which you are applying? Yes \_\_\_ No \_\_\_

Have you ever been convicted of a crime in past 7 years? Yes \_\_\_ No \_\_\_

Explain: \_\_\_\_\_

---

(Conviction will not automatically disqualify you from employment)

Have you been convicted or accused of child abuse or other child offenses? Yes \_\_\_ No \_\_\_

If yes, please explain and describe in full detail:

---

---

If applying for a position that **requires** you to drive, do you have the appropriate valid operator's license?

Yes \_\_\_ No \_\_\_ N/A \_\_\_ State: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

If applying for a position that **requires** driving, have you been ticketed for a moving violation within the last 3 years? Yes \_\_\_ No \_\_\_ N/A \_\_\_

If Yes, please explain: \_\_\_\_\_

---

---

Are you a U. S. Citizen? Yes \_\_\_ No \_\_\_

Can you provide proof of identification and proof of eligibility to work in this country? (Example, social security card, green card, passport, etc.) Yes \_\_\_ No \_\_\_

Are you currently on "layoff" status, subject to recall? Yes \_\_\_ No \_\_\_

When could you start employment? \_\_\_\_\_

Are you available? Full Time \_\_\_ Part Time \_\_\_ Temporary \_\_\_ Seasonal \_\_\_ Co-Op \_\_\_

**Military History** (If appropriate)

Job Related Training \_\_\_\_\_

Current Status \_\_\_\_\_

**References other than previous employers and relatives:**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

## Applicant's Acknowledgment

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision. As appropriate, I herewith authorize a criminal background check.

If employed, I understand that any misstatement, misleading information, or omission of fact in my application or interview(s) may result in dismissal and/or legal action. I understand also that if employed, I am required to abide by all the Policies, Rules, and Regulations of the Employer and any special agreements reached by the Employer and me.

**This application shall be considered active for no more than 45 days.** After that time, applicants will be required to resubmit a completed application.

The applicant understands that neither this document, nor any offer of employment from this Employer, constitutes an employment contract unless a specific document is executed in writing by the Employer and employee.

Unless a specific document is executed in writing to the contrary by the Employer and employee, **employment during any probationary period is At-Will.** Just as an employee may resign for any reason, the Employer may terminate an employee for any reason.

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

DO NOT WRITE BELOW – FOR LW&SD USE ONLY

Interview: Yes _____ No _____
Date _____ Time _____
Interviewed by: