



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Maiden (or other names formerly used) _____

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

AVAILABILITY RECORD

Table with 8 columns: DAY, SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY. Rows: FROM, TO.

If required will you be willing to work any of the following? (Please check one box in each category)

Table with 3 columns: Category, YES, NO. Rows: OVERTIME, HOLIDAYS, SATURDAY/SUNDAYS, ROTATING SHIFTS, WILLING TO TRAVEL.

If no, explain: _____

Do you have any friends or family employed by The Leland Legacy, LLC or any of its affiliates? Yes or No

Please list their names: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

CERTIFICATIONS

TYPE	ORGANAZATION/STATE ISSUED	DATE ISSUED	NUMBER

Computer Skills (list software's) _____

Has your license/Certificate ever been revoked? YES NO
 Do you have a license that is not currently valid? YES NO

If yes, please explain: _____

References

Please list three professional references/ not relatives

Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO



Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO



Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____