



For Manager's Use

Employment Application

Job Title: _____

Unit Location: _____

Start Date: _____

Pay Rate: \$ _____

ADP Employee No. _____

We consider applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or other legally protected status.

Please Print

Date: _____	
Name: _____	
(Last)	(First)
(Middle)	
Address: _____	
(Street)	(City)
(State)	(Zip Code)
E-Mail Address: _____	
Telephone No:	
Home: _____ Cell: _____	Social Security Number: _____
Are you legally eligible for employment in the United States? (Proof of citizenship or immigration status will be required upon employment). <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position Applying For: _____	Preferred Work Schedule: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
If part-time, state available days and hours: _____	
When can you begin?	Desired Wage/Salary; \$ _____
Will you travel if the job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you willing to work overtime, if required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Referral Source: _____	Have you been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide date: _____
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

LEGAL RECORD

Have you ever pled "guilty" or "no contest" to or been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No
If "yes" state where, when and the disposition of charges:
Answering "yes" does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.
ANSWER ONLY IF YOU WILL DRIVE A COMPANY VEHICLE:
Have you ever been convicted of a traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No
If "yes" state where, when and the disposition of charges:
Answering "yes" does not constitute an automatic bar to employment. Factors such as the date, seriousness, nature and frequency of violations will be taken into account.

AN EQUAL OPPORTUNITY EMPLOYER

EDUCATIONAL BACKGROUND

Education	Name and Address of School	Degree
High School		
College		
Other		

Can you use any of the following machines: Computer Cash Register Calculator

EMPLOYMENT RECORD

Employer	Position	Pay Rate	Reason for Leaving
Name:	From: To:	Start Rate:	
Address:	Starting Job Title: Final Job Title:	Final Rate:	
Phone No:	Immediate Supervisor & Title		
Name:	From: To:	Start Rate:	
Address:	Starting Job Title: Final Job Title:	Final Rate:	
Phone No:	Immediate Supervisor & Title		
Name:	From: To:	Start Rate:	
Address:	Starting Job Title: Final Job Title:	Final Rate:	
Phone No:	Immediate Supervisor & Title		

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

(You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or disability or other protected status):

Special Skills and Qualifications :

Summarize special skills and qualifications acquired from employment or other experience.

Applicant's Statement

TO ALL APPLICANTS: PLEASE READ THIS SECTION CAREFULLY AND SIGNIFY YOUR UNDERSTANDING BY SIGNING YOUR NAME IN THE SPACE SO INDICATED.

I certify that answers made by me on this application for employment are true, correct and complete to the best of my knowledge. I understand that any falsification or willful omission of fact on this application shall be considered sufficient cause for refusal of employment or dismissal from employment.

I understand that as part of the application process, Lindley Food Service conducts thorough background checks (which may include a check of my criminal history) on prospective employees. I agree, if contacted with respect to such background check, that I will fully cooperate and provide any information requested. I also understand that, as part of the application procedure for employment with Lindley Food Service I may be required to submit to a urinalysis test to detect the existence of drugs and other intoxicants. The test will be administered in accordance with applicable law.

I authorize Lindley Food Service to check the references provided and further authorize the investigation of all matters contained in this application to verify its accuracy. I understand that all employment is "AT WILL", which means that I may resign at any time without stating reason or giving notice or Lindley Food Service may terminate my employment at any time with or without notice.

APPLICANT'S SIGNATURE

DATE

AUTHORIZATION AND RELEASE

I, _____, hereby authorize all previous employers and references to release to Lindley Food Service any and all employment and personnel information requested. I hereby also specifically release and hold harmless Lindley Food Service and any former employer and their employees and/or agents from any and all claims or liability as a result of releasing such information.

APPLICANT'S SIGNATURE

DATE