



APPLICATION FOR EMPLOYMENT

**YOU MUST FILL IN YOUR OWN APPLICATION COMPLETELY
TO BE CONSIDERED FOR EMPLOYMENT**

This application will be considered current for only 60 days from its date. To be considered after that time you must renew your application in writing.

PERSONAL INFORMATION

NAME (Last)	(First)	(Middle)	SOCIAL SECURITY NUMBER
PRESENT ADDRESS (Street)		City/State	Zip Code
PERMANENT ADDRESS (Street)		City/State	Zip Code
HOME PHONE NUMBER	How were you introduced to LEEVAC? Agency _____ LEEVAC(or division) Employee _____ Newspaper _____ Other _____		
MESSAGE PHONE NUMBER		If you are not a U.S. Citizen, have you the legal right to work in the U.S.? If yes, under what type of permit?	
Have you ever applied for employment with LEEVAC (or divisions) before? Yes _____ No _____ If yes, advise date: _____	Have you ever been employed with this company before? Yes _____ No _____ If yes, advise date: _____	Do you have any relatives employed with this company? Yes _____ No _____ If yes, give name: _____	

EMPLOYMENT DESIRED

Position	Date Available	Salary Desired
Are you currently employed? Yes _____ No _____	If so, may we inquire of your present employer? Yes _____ No _____	If yes, name of person we should contact _____

EDUCATION	Name and Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

Subjects of Special Study or Research Work Related to the Position Sought:

List Licenses/Certificates and Degrees Related to the Position Sought:

Skills: If applicable to the position for which you are applying, indicate business machines you operate:

CONTINUED ON OTHER SIDE

Have you ever been convicted of a crime other than a minor traffic violation? If so, explain _____

SECTION FOR APPLICANTS WHO MAY DRIVE COMPANY VEHICLES

Do you have a valid driver's license? Yes _____ No _____ Number _____ State _____

Do you know the traffic laws in this city and state? Yes _____ No _____

Drivers in this company are held solely for all laws they disobey. Do you accept this rule? Yes _____ No _____

EMPLOYMENT RECORD: List employment for at least the past 10 years, beginning with last, or present employer

Company Name	Specific Duties
Street Address	
City & State (Telephone)	
Job Title	
Supervisor	Reason for Leaving
Dates From Mth/Yr To Mth/Yr Salary Start / Ending	
Company Name	Specific Duties
Street Address	
City & State (Telephone)	
Job Title	
Supervisor	Reason for Leaving
Dates From Mth/Yr To Mth/Yr Salary Start / Ending	
Company Name	Specific Duties
Street Address	
City & State (Telephone)	
Job Title	
Supervisor	Reason for Leaving
Dates From Mth/Yr To Mth/Yr Salary Start / Ending	

PERSONAL REFERENCES (Give three references whom you have known for at least five years - NOT relatives or past employees)

Name	Phone #	Street Address
	Occupation	City, State, Zip Codes
Name	Phone #	Street Address
	Occupation	City, State, Zip Codes
Name	Phone #	Street Address
	Occupation	City, State, Zip Codes

READ THE FOLLOWING CAREFULLY

I hereby declare that the above information is complete and accurate to the best of my knowledge and belief. I agree that my employment is based on the facts that I have given and any misrepresentation or omission on my part will constitute a release to the employer for any liability that he may encounter by having acted on such facts. I have read the and understand it.

Under the provisions of Section 606, (a) (1), of the Fair Credit Reporting Act, notice is hereby given that a consumer or investigative consumer report may be made which may include information pertaining to you which will be used for employment purposes.

You are further advised under said act that "Any person who procures or causes to be prepared a consumer or investigative consumer report on any consumer shall, upon written request made, by the consumer within a reasonable period of time after the receipt by him of the disclosure required by subsection (a) (1), shall make a complete and accurate disclosure of the nature and scope of the investigation requested. This disclosure shall be made in writing, mailed or otherwise delivered, to the consumer not later than five days after the date on which the request for such disclosure was received from the consumer or such report was first requested, whichever is latter."

I, the undersigned, have read the above and foregoing notice and understand same.

Further, I understand and agree that my employment is for no definite period and may, regardless of my wages and salary, be terminated at any time without any previous notice.

Date _____

Signature _____

APPLICANT DATA RECORD

Government Agencies require reports on status of applicants. This data is for analysis and Affirmative Action only. Submission is voluntary. Refusal to provide this information will not subject you to adverse treatment. We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, sexual-orientation or any other classification protected by Federal, state or local law. This data is for compliance with Government Regulations only, and will be kept in a Confidential File separate from the Employment application.

(PLEASE PRINT)

DATE POSITION APPLIED FOR

How did you hear about us? Advertisement Friend Relative Walk-in Employment Agency Other
If Advertisement, what publication?

Name Last First Middle Phone Area code + seven digits
Address Street City State Zip Code

AFFIRMATIVE ACTION SURVEY

Government agencies require us to monitor the sex, and ethnicity of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary. Check one: Male Female

Check one of the following:

Race/Ethnic Group:

American Indian or Alaskan Native- a person having origins in any of the Original peoples of North America and South America (including Central America) and who maintains tribal affiliation of community attachment.

Asian- a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example: Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – A person having origins in any of the Black racial groups of Africa.

Native Hawaiian or other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

White- a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Hispanic or Latino (All races)- A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.