

LAKE REGION HERITAGE CENTER, INC.

JOB APPLICATION

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, martial or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For			Date of Application	
How Did You Learn About Us? <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency </div> <div style="width: 30%;"> <input type="checkbox"/> Friend <input type="checkbox"/> Relative </div> <div style="width: 30%;"> <input type="checkbox"/> Walk-In <input type="checkbox"/> Other _____ </div> </div>				
Last Name	First Name	Middle Name	Social Security Number	
Address Number	Street	City	State	Zip Code
Telephone Number(s)/Best Time to Contact <hr style="border: 0.5px solid black;"/>				
Email Address: _____				

If you are under 18 years of age, can you provide required proof of your Eligibility to work? ___ Yes ___ No

Have you ever filed an application with us before? ___ Yes ___ No

If Yes, give date _____

Have you ever been employed with us before? ___ Yes ___ No

If Yes, give date _____

Are you currently employed? ___ Yes ___ No

May we contact your present employer? ___ Yes ___ No

Do you have reliable transportation to meet any scheduled shift? ___ Yes ___ No

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Have you been convicted of any crimes within the last 7 Years? ☐ Yes ☐ No

(Include traffic) Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

ABOUT THE JOB

When could you start working for us? _____

When are you available to work for us? Please place a checkmark next to the time of day that you are available to work.

MON	TUES	WED	THU	FRI	SAT
<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning
<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon
<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening

EDUCATION

	Name and Address Of school	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Other (Specify)				

For applicants who are in high school state name and telephone number of counselor:

Can you perform all of the essential duties of the job to which you are applying with
Or without accommodation? If you would require an accommodation, please specify:

EMPLOYMENT EXPERIENCE

Start with your present of last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations with indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Numbers(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Numbers(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Numbers(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Numbers(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

References (not relatives)

1.	_____	_____
	(Name)	(Phone #)

	(Address)	
2.	_____	_____
	(Name)	(Phone #)

	(Address)	
3.	_____	_____
	(Name)	(Phone #)

	(Address)	
4.	_____	_____
	(Name)	(Phone #)

	(Address)	

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize the company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/ or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.

I understand that as part of the processing procedure for my employment application an investigative report regarding my criminal record, including misdemeanors and traffic violations, may be completed. I also understand that if I am denied a job based on information included in that report, I will be supplied with a copy of that report.

I hereby understand and acknowledge that unless otherwise defined by applicable law any employment relationship with this organization would be of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in denial of employment or discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date