## **LOU CORPORATION**

## **Learning Opportunities Unlimited**

5460 E Commerce Ave Flagstaff AZ 86004 PH: (928) 527-8898 / Fax: (928) 527-8899 / loucorp.com

**Application for Employment** Name: Date: Position Applied For: \_\_\_ Do you have a high school diploma or G.E.D.? **Educational Requirements** ☐ Yes No □ Are you a US citizen or eligible to work in the United Right to Work ☐ Yes No □ States? Are you at least 18 years old (for non-driving position)? ☐ Yes No □ Age Do you have a valid Arizona license and are you 23 years ☐ Yes No □ Driver's License (must be 21 to transport) old with no more than 2 minor moving violations or one accident within the past 5 years; or 21 years old with no more than 1 minor moving violation within the past 3 vears? Criminal History Are you able to pass criminal background check and □ Yes No □ obtain a Fingerprint Clearance Card? Do you have the ability to lift light weight (30lbs.)? Lifting No □ If you answered "No" to any question in Section 1, you will not meet our minimum hiring requirements. SECTION 2: GENERAL INFORMATION SECTION 1: MINIMUM REQUIREMENTS Physical Address:\_\_\_\_\_ Street City State Zip Mailing Address:\_\_\_\_ Street City State \_\_\_\_\_ E-mail: \_\_\_\_\_ Telephone: What date are you available to start? \_\_\_\_\_ What is your desired pay? \_\_\_\_\_ Are you currently employed? ☐ Yes ☐ No Have you ever applied at LOU Corp? ☐ Yes ☐ No When? \_\_\_\_\_\_ Have you ever been employed at LOU Corp? ☐ Yes ☐ No If yes, when? Employment desired: □ Full time □ Part time □ Relief (On Call) □ Daytime □ Evening □ Overnight □ Weekend How did you find out about LOU Corporation? SECTION 4: EDUCATIONAL BACKGROUND Name of Institute **Number of Years** Major Degree or **Graduated?** Completed Certification Yes or No **High School:** College: Other: **MILITARY SERVICE:** U.S. MILITARY BRANCH of SERVICE: RANK:

YEARS ACTIVE: \_\_\_\_\_ PRESENT MEMBERSHIP: \_\_

## **SECTION 5: EMPLOYMENT HISTORY**

Please list all your employers for the past ten years, beginning with the most recent. Please see the receptionist if you need an additional sheet. This information must be completed even if you are submitting a resume.

Employer:Address:				
Telephone: Last Position Held:				
Dates Employed:/to/ Supervisor's Name:				
Job Functions:				
Reason for Leaving:	Salary:			
Employer:				
Address:				
Telephone: Last Position Held: _				
Dates Employed:/to/ Supervisor's Name:				
Job Functions:				
Reason for Leaving:	Salary:			
Employer	Tune of Business			
Employer:				
Address: Last Position Held: _				
Dates Employed:/to/ Supervisor's Name:				
* *	•			
Job Functions: Reason for Leaving:				
Neason to Leaving.	- Juliury.			
Comments: Include explanation of any gaps in employm	nont			
Commence. Include explanation of any gape in employing	ient.			
ADDITIONAL INFORMATION: Summarize special job-related skills and	l qualifications.			

Note to applicants: Do not answer this question unless you have a full understanding of the job requirements (see attached job
description). If you have any questions, please contact at LOU Corporation administrator at (928) 527-8898.
Are you capable of performing in a reasonable manner, with or without reasonable accommodations, the activities
involved in the job for which you have applied? [ ] YES [ ] NO

SECTION 6: REFERENCES give the names of a previous supervisor, co-worker and friend whom you have known at least one year

Relationship

**Years Acquainted** 

Phone #

Name

Emergency Contact:	Phone #:		
Signature:	Date:		
This application and all attached documents become official records of LOU Corp. and will not be returned. This application for employment expired after 30 days. If you have not heard from LOU Corp in 30 days and still wish to be considered for the position, you will need to complete a new application packet. LOU Corp is an Employment-At-Will Employer, which means that either LOU Corp or the employee can terminate employment relationship at any time for any lawful reason. An Employment-At- Will relationship can only be altered by a written employment contract specific to all terms and conditions of employment which is signed by the employee and an administrator of LOU Corp. By signing below you hereby certify that the information contained in this application and related documents are true, correct and complete to the best of your knowledge and belief.			

"Unless expressly waived by the Division, Under Titles VI and VII of the Civil Rights Act of 1964 (respectively "Title VI" and "Title VII") and the Americans with Disabilities Act of 1990 (ADA) Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, LOU Corporation prohibits discrimination in admissions, programs, services, activities or employment based on race, color, religion, sex, national origin, age, and disability. LOU Corporation must make a reasonable accommodation to allow a person with a disability to take part in a program, service, or activity. Auxiliary aids and services are available upon request to individuals with disabilities. For example, this means that if necessary, LOU Corporation must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that LOU Corporation will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy please contact: Quality Assurance Coordinator at (928) 527-8898. Para obtener este documento en otro formato u obtener información adicional sobre esta política: Quality Assurance Coordinator at (928) 527-8898.