



Employment Application

PLEASE PRINT AND FILL OUT APPLICATION COMPLETELY:

Date: _____

Employee Name: _____
Last First M.I.

Address: _____
Street Address

_____ City State Zip

Social Security Number: ____/____/____

Home Phone: _____ Cell Phone: _____ Email: _____

Position Applying For: _____ Secondary Position(s): _____

Have you ever filled out an application with us before? _____

Are you currently employed? _____

May we contact your present employer? _____

Are you currently on "lay off status" and subject to recall? _____

Can you perform the essential functions of the job you are applying for? _____

Are you willing to travel if the job requires it? _____ If yes, circle your availability. 100% 75% 50% 25%

Are you willing to relocate? _____

Date Available: _____ Hourly Rate Desired: _____ Available Full Time: Yes ___ No ___

Are you a citizen of the United States? Yes ___ No ___ If not are you authorized to work in the U.S.? Yes ___ No ___

Are you at least 18 years of age: Yes ___ No ___

How did you hear about Lingo Staffing, Inc:

Monster: _____ Craigslist: _____ Newspaper: _____ Other: _____

Client Referral: _____ Company Name: _____

Employee Referral: _____ Employee Name: _____

CRIMINAL BACKGROUND HISTORY:

Have you ever been convicted of a crime? ___ Yes ___ No If yes please explain each conviction, the year and state it happened, and if the conviction resulted in incarceration. _____

CERTIFICATIONS: (List all appropriate certifications that are current)

EMPLOYMENT HISTORY: (Start with your present or last job. Include any job related military assignments and volunteer activities. If you need any additional space please continue on a separate piece of paper.)

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ May we contact this employer? ___ Yes ___ No If no, why? _____

Dates of Employment: _____ **Final Salary:** _____ **Position:** _____

Duties Performed: _____

Name and Title of Supervisor: _____ Reason for leaving: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ May we contact this employer? ___ Yes ___ No If no, why? _____

Dates of Employment: _____ **Final Salary:** _____ **Position:** _____

Duties Performed: _____

Name and Title of Supervisor: _____ Reason for leaving: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ May we contact this employer? ___ Yes ___ No If no, why? _____

Dates of Employment: _____ **Final Salary:** _____ **Position:** _____

Duties Performed: _____

Name and Title of Supervisor: _____ Reason for leaving: _____

EDUCATION:

	School/Program Name	Location (City, State)	Years Completed	DATE Completed	Diploma/Degree/Certificate Received
High School					
Undergraduate College/University					
Graduate/Professional					
Military Training					
Other Training					
Other Training					

NOTES: _____

Additional Skills: _____

REFERENCES: Please list the names of people to be used as a personal and **professional** reference:

<u>NAME</u>	<u>COMPANY/RELATIONSHIP</u>	<u>TITLE</u>	<u>PHONE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMERGENCY CONTACT:

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>PHONE</u>
_____	_____	_____
_____	_____	_____

Applicants Statement:

Your signature authorizes any former employer or contact to release information about you to Lingo Staffing, Inc. Your signature also authorizes Lingo Staffing, Inc to release relevant information about you to our clients where you may be working or in order to gain access or security clearance. Your signature acknowledges that falsification of any information is cause for immediate dismissal. It is further understood that this at will employment relationship may not be changed by any written document or by conduct unless an authorized executive of the organization specifically acknowledges in writing. In the event of unemployment, I understand that false or misleading given in my application or interview may result in discharge. I understand also that I am required to abide by all rules of the employer.

Applicant's Signature

Date