

# Application for Employment



Lancaster Recumbent is an equal opportunity employer. It is our policy to comply with all applicable federal and state laws prohibiting discrimination based on race, age, color, sex, gender, religion, national origin, disability, or other protected classification.

## PERSONAL INFORMATION

Date: \_\_\_\_\_

Name (Last, First Middle): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## EMPLOYMENT ELIGIBILITY

**Are you legally eligible to work in the US?**                      Yes                      No

    If no, please explain: \_\_\_\_\_

**Have you ever been convicted of a felony?**                      Yes                      No

    If yes, please explain: \_\_\_\_\_

**Do you have a valid PA driver's license?**                      Yes                      No

    If no, please explain: \_\_\_\_\_

## POSITION INFORMATION

**Desired Position:** \_\_\_\_\_

**Availability** (check all that apply)

<b>Full Time</b>	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Part Time</b>	Mon	Tue	Wed	Thu	Fri	Sat	Sun

**Are you available for travel?** (check all that apply)

    No                      Overnight                      Multi-Day

**Date you are available to start working:** \_\_\_\_\_

**EDUCATION & CERTIFICATIONS**

Please provide information on your education and certifications; check all that apply.

**High School**

Name: \_\_\_\_\_ City \_\_\_\_\_

Years in Attendance: \_\_\_\_\_ to \_\_\_\_\_

Did you graduate?      Yes – Diploma      No – GED      No

**Trade/ Technical School**

Name: \_\_\_\_\_ City \_\_\_\_\_

Years in Attendance: \_\_\_\_\_ to \_\_\_\_\_ Area of Study: \_\_\_\_\_

Did you graduate?      Yes      No

**College/ University**

Name: \_\_\_\_\_ City \_\_\_\_\_

Years in Attendance: \_\_\_\_\_ to \_\_\_\_\_ Major: \_\_\_\_\_

Did you graduate?      Yes      No

**Other Schooling/ Certification**

Name: \_\_\_\_\_ City \_\_\_\_\_

Years in Attendance: \_\_\_\_\_ to \_\_\_\_\_ Area of Study: \_\_\_\_\_

Did you graduate?      Yes      No

**MILITARY SERVICE (If applicable)**

**Are you a veteran?**      Yes      No

**Branch:**      Army      Navy      Marines      Air Force      Coast Guard

**Years of service:** \_\_\_\_\_ to \_\_\_\_\_



**PROFICIENCIES, SPECIAL SKILLS & QUALIFICATIONS**

**Please check any proficiencies:**

Basic Math Skills

Typing

Web Browsers: Internet Explorer/ Edge

Google Chrome

Microsoft Windows: Word Excel

PowerPoint

Gmail

Google Drive

**Please list any special skills or qualifications that would be applicable to this position.**

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**WORK HISTORY** (Please list in chronological order starting with the most recent).

**Employer:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Time Employed:** \_\_\_\_\_ Years \_\_\_\_\_ Months

**Pay:** Salary - \$\_\_\_\_\_ per year Hourly - \$\_\_\_\_\_ per hour

**Reason for Leaving:** \_\_\_\_\_

**Summary of Job Responsibilities:**

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**REFERENCES** (Please prioritize professional references and limit personal references).

Name (First & Last): \_\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name (First & Last): \_\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name (First & Last): \_\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Name (First & Last): \_\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

**OTHER INFORMATION**

Is there anything else you would like us know about you?

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**BACKGROUND CHECK**

If asked, are you willing to consent to a background check?      Yes      No

**DISCLAIMER**

I, the job applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to eventual employment, I understand that any false or misleading information in my application or interview my result in termination of employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_