



Employment Application

DO NOT REFERENCE YOUR RESUME. FILL OUT THE APPLICATION ENTIRELY THEN ADD RESUME IF DESIRED. PRINT & RETURN APPLICATION ONCE COMPLETED.

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit #

City State ZIP Code

Phone: Email:

Date Available: Social Security No.: Desired Salary:\$

Position Applied for:

FULL TIME PART TIME SUMMER TEMPORARY OTHER

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
Are you 18 years of age or older? YES NO If not, state date of birth?
Have you ever worked for Lemac? YES NO If yes, when and where?
Have you ever applied to Lemac? YES NO If yes, when and where?
Have you ever been convicted of a crime? YES NO If yes, explain:

Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying.

Are you willing to take a physical exam at our expense if required? YES NO

List any clubs, organizations, societies, or professional groups to which you belong which have a direct bearing upon your qualifications for the job you are applying:

List any hobbies, interests, or special skills which directly relate to the job you are applying for:

Record Of Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

May we contact any listed references listed on this application? YES NO

Do you possess a valid current driver's license? YES NO

Driver's license number and state: _____

Previous Employment & Experience

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Have you ever been a member of the United States Armed Forces? YES NO
Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Disclaimer and Signature

This application shall only remain active for 60 days. After 60 days, if you are still interested in employment at LEMAC CORP, you must fill out a new application.

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application may be justification for refusal to hire, or termination of employment.

I further understand that an investigative report may be made as to my character and general reputation. I authorize all past employers, schools, persons and organizations having relevant information or knowledge to provide it to LEMAC CORP or its duly authorized representative for its use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release employers, schools, persons and organizations from all liability in responding to inquiries in connection with my application. Upon written request by me, within a reasonable period of time, LEMAC CORP will make available to me the nature and scope of all reports of every type obtained.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between LEMAC CORP, its subsidiaries and affiliates, and me for either employment or for the providing of any benefit. If an employment relationship is established, I understand that my employment can be terminated, with or without cause, at the option of either LEMAC CORP or myself.

In signing this form, I certify that I understand all the questions and statements in this application.

Further, if granted a position with LEMAC CORP or any of its subsidiaries, I will comply with LEMAC CORP's Business Conduct Policy, a summary of which is printed below.

As an EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER, LEMAC CORP does not discriminate against applicants or employees because of their age, race, color, religion, national origin, sex or on any other basis prohibited by law. Furthermore, LEMAC CORP will not discriminate against any applicant or employee because he or she is mentally or physically disabled, a disabled veteran, or a veteran of the Vietnam era, provided he or she is qualified and meets the requirements established by LEMAC CORP for the job.

To comply with the Immigration Reform and Control Act of 1986, if you are hired you will be required to provide documents to establish your identity and your authorization to be employed in the United States. Such documents will be required within the first three (3) business days following your hire or upon your first work day if your employment period will be less than three (3) days.

Compliance with Laws

It is LEMAC's policy to comply with the laws in each country in which LEMAC conducts business.

Disclosure

If you are aware of possible violations of the BUSINESS CONDUCT POLICY, you must report them.

Illegal Substances

It is LEMAC's policy to maintain an environment free of drug and alcohol abuse.

Outside Employment

A LEMAC employee's outside employment should not conflict with his or her responsibilities to LEMAC.

Sexual Harassment

Sexual harassment in any form will not be tolerated in the workplace. Any employee who feels that he or she has been subjected to sexual harassment is required to report the incident immediately.

Environmental

LEMAC's policy is to comply with environmental laws in all countries in which LEMAC conducts business.

Signature: _____

Date: _____

FOR PERSONNEL USE ONLY

DATE APPLICATION RECEIVED	
REFERRAL SOURCE	
REFERENCE CHECK COMPLETED	
DISPOSITION AND REASON	