



## Employment Application

PLEASE TYPE OR PRINT CLEARLY. **DO NOT REFERENCE YOUR RESUME.**  
**FILL OUT THE APPLICATION ENTIRELY THEN ADD RESUME IF DESIRED.**

### Applicant Information

Full Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
*Last First Middle Month / Day*

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 <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you 18 years of age or older?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If not, state date of birth?	_____	
Have you ever worked for Lemac?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when and where?	_____	
Have you ever applied to Lemac?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when and where?	_____	
Have you ever been convicted of a crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	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	