LANDMARK RECREATION CENTER

Application for Employment

Equal Opportunity Employer

Name _____ Social Security No. _____
LAST FIRST MIDDLE

Present Address _____
NO. STREET CITY STATE ZIP

Telephone No. (____) _____ Position applied for _____ Earnings expected _____

REFERRAL SOURCE

___COMMUNITY ORGANIZATION - NAME_____
___EMPLOYMENT REFERRAL - NAME_____
___NEWSPAPER ADVERTISEMENT
___WALK-IN APPLICANT
___EMPLOYMENT AGENCY - NAME_____

Complete ONLY if applying for specific positions.

Are you at least 18 years old? ____yes ____no
(Kitchen staff)

Are you at least 21 years old? ____yes ____no

AVAILABILITY

☐ FULL-TIME ☐ PART-TIME
DAYS & HOURS AVAILABLE_____
☐ HOLIDAYS ☐ NIGHTS/WEEKENDS
☐ TRAVEL

Have you ever applied or been employed by Landmark? ____yes ____no If so, when?_____

For what position?_____Outcome?_____

Do you have, or have you ever had, a relative working for Landmark? ___yes ___no Name & relationship?_____

If employment is offered, can you submit verification of your legal right to work in the U.S. (i.e. social security card, certificate of U.S. citizenship, alien registration receipt card, U.S. Passport) or other acceptable forms of identification? ____yes ____no

Have you ever been convicted of a felony? ____yes ____no
If yes, please give detail of the offense: _____ Date _____

In emergency contact _____ Relationship _____ Phone _____

If hired, would you be able to perform all functions and all necessary job assignments of the position for which you are applying? ____yes ____no If not, please explain. _____

SCHOOLS & LOCATIONS	GRAD?	YRS?COMP	COURSE OF STUDY	DEGREE	G.P.A.	ADDITIONAL INFORMATION
High School	Yes/No circle one					
College	Yes/No circle one					
Military Service						

Additional Training_____

_____

EMPLOYMENT HISTORY (PLEASE BEGIN WITH MOST RECENT EMPLOYER)

DATES	COMPANY & ADDRESS	POSITION	SPECIFIC DUTIES	BASE SALARY	REASON FOR LEAVING
From:	Name:			Start:	
	Address:				
To:	Supervisor Phone:			Last:	
From:	Name:			Start:	
	Address:				
To:	Supervisor Phone:			Last:	
From:	Name:			Start:	
	Address:				
To:	Supervisor Phone:			Last:	

In order to permit a check of your work and education records, should we be made aware of any change in name or assumed name that you previously used? ____yes ____no If yes, identify names and relevant dates. _____

Have you ever been dismissed or forced to resign from any employment? ____yes ____no If yes, please explain _____

_____

Applicants Statement (Please read before signing.)

I certify that the information in this application is true and complete and that any misrepresentation, falsification or omission herein, shall be sufficient reason for dismissal from or refusal of employment. I authorize Landmark Recreation Center (herein called the Company) to investigate and verify such information and to contact any previous employers, and such designated references to release the same.

As an applicant for employment, I hereby authorize the Company to contact orally or in writing any third parties to obtain information which the Company deems necessary and appropriate in connection with my qualifications for employment.

I hereby waive any rights or claims I might have against Landmark Recreation Center, as well as the Company, agency or any other person providing the requested information, with regard to the acquisition, use, retention or disclosure of any such information.

I, the undersigned, if given employment, understand and agree that my employment is not for any fixed term or period, but may be terminated at the will and discretion of the Company. While I am employed, my employment shall be in accordance with the terms of (1) this application, and (2) Company rules and regulations and any amendments thereto.

Signature: _____ **Date:** _____

FOR EMPLOYERS USE ONLY

DATE HIRED: _____ POSITION: _____ PAY RATE:_____
APPROVED BY: _____ DEPARTMENT:_____