



**APPLICATION FOR EMPLOYMENT  
WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

POSITION(S) APPLIED FOR			DATE		
APPLICANT'S NAME			SOCIAL SECURITY		
FIRST	MI	LAST			
ADDRESS					
STREET		CITY		STATE	ZIP CODE
TELEPHONE	CELL	DRIVER'S LICENSE			

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THIS COUNTRY? YES  NO

ARE YOU AT LEAST 18 YEARS OF AGE? YES  NO

TYPE OF EMPLOYMENT DESIRED FULL TIME  PART TIME  TEMPORARY

DATE AVAILABLE FOR WORK

DAYS AND HOURS AVAILABLE TO WORK

ARE YOU AVAILABLE TO WORK OVERTIME IF REQUIRED? YES  NO

ARE YOU ON LAY-OFF AND SUBJECT TO RECALL? YES  NO

**ANSWERING YES TO THE FOLLOWING WILL NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT**

HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY, NO CONTEST OR NOLO CONTENDERE TO A CRIME WITHIN THE PAST 7 YEARS? YES  NO

HAVE YOU EVER BEEN CHARGED WITH A CRIME AND EITHER PLACED ON A COURT-ORDERED PROBATION, HAD ADJUDICATION WITHHELD, OR ENTERED A PRE-TRIAL INTERVENTION PROGRAM? YES  NO

IF YES TO EITHER OF THE PREVIOUS TWO QUESTIONS, GIVE DETAILS (Date, place, offense(s), etc.)

**EDUCATIONAL BACKGROUND**

	NAME & LOCATION	YEARS COMPLETED	DIPLOMA/DEGREE
ELEMENTARY SCHOOL			
HIGHSCHOOL			
COLLEGE			
OTHER			



## EMPLOYMENT HISTORY

LIST YOUR LAST THREE EMPLOYERS, ASSIGNMENTS OR VOLUNTEER ACTIVITIES STARTING WITH THE MOST RECENT

DATES EMPLOYED		EMPLOYER NAME, CITY AND STATE	TELEPHONE	REASON FOR LEAVING
FROM	TO			
<small>month/year</small>	<small>month/year</small>			
PAY RATE		POSITION AND JOB RESPONSIBILITIES	SUPERVISOR & TITLE	MAY WE CONTACT THEM?
START	FINAL			

DATES EMPLOYED		EMPLOYER NAME, CITY AND STATE	TELEPHONE	REASON FOR LEAVING
FROM	TO			
<small>month/year</small>	<small>month/year</small>			
PAY RATE		POSITION AND JOB RESPONSIBILITIES	SUPERVISOR & TITLE	MAY WE CONTACT THEM?
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<small>month/year</small>	<small>month/year</small>			
PAY RATE		POSITION AND JOB RESPONSIBILITIES	SUPERVISOR & TITLE	MAY WE CONTACT THEM?
START	FINAL			

- HAVE YOU EVER WORKED FOR LEHNE BURGER?      YES     NO       IF YES, WHEN AND WHERE?
- HAVE YOU SERVED IN THE UNITED STATES MILITARY?      YES     NO
- ARE YOU CURRENTLY SERVING IN THE RESERVES OR NATIONAL GUARD?      YES     NO
- HAVE YOU HAD ANY COMPUTER OR WORD PROCESSING EXPERIENCE OR TRAINING?      YES     NO
- CHECK THE SOFTWARE YOU ARE FAMILIAR WITH      WORD     OUTLOOK     EXCEL     OTHER

### PLEASE READ CAREFULLY – EMPLOYMENT APPLICATION CERTIFICATION

I certify that the information provided by me for the purpose of employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements or omissions will be considered cause for dismissal. Lehne Burger is hereby authorized to conduct any verification of my personal, employment; education, credit and motor vehicle records, and to receive any information from the criminal justice agency in any state. I authorize listed previous employers and submitted references to give Lehne Burger or its designated agent any and all facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise. I release all such parties from any liability that may allegedly arise from furnishing such information to Lehne Burger including, but not limited to, any liability for defamation or invasion of privacy.

If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation. If my application is accepted for employment, I understand that the first ninety (90) days is an introductory period and I understand that my employment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my probationary period, at the option of either Lehne Burger or myself. I understand that no leader or other representative of Lehne Burger other than the president of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I certify that I have read, understand and agree with the above.

Signature

Date