



## APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information, or any other legally protected status.

Position(s) Applied for (Please refer to openings on website):

Date of Application:

How did you learn about us?

... ..

Last Name:

First Name:

Middle Name:

Address: *Number*

*Street*

*City*

*State*

*Zip Code*

Telephone Number(s):

E-mail address:

|  |                                    |    |
|--|------------------------------------|----|
| If you are under 18 years of age, can you provide required proof of your eligibility to work?            | Yes                                | No |
| Have you ever been an employee with us before?   | Yes                                | No |
| If yes, give date  |                                    |    |
| Do any of your friends or relatives, other than a spouse, work here?                                     | Yes                                | No |
| Are you currently employed?  | Yes                                | No |
| If yes, may we contact your current employer?  | Yes                                | No |
| Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? | Yes                                | No |
| <i>Proof of citizenship or immigration status will be required upon employment.</i>                      |                                    |    |
| Date available to work   | What is your desired salary range? |    |
| Are you available to work:   |                                    |    |
| Are you currently on "lay-off" status and subject to recall?   | Yes                                | No |
| Have you ever been convicted of a felony?  | Yes                                | No |
| If yes, please explain   |                                    |    |
| <hr/>  |                                    |    |
| <hr/>  |                                    |    |

|                      | Name and Address of School | Course of Study | Number of Years Completed | Diploma Degree |
|----------------------|----------------------------|-----------------|---------------------------|----------------|
| High School          |                            |                 |                           |                |
| Undergraduate School |                            |                 |                           |                |

|                 |  |  |  |  |
|-----------------|--|--|--|--|
| Graduate School |  |  |  |  |
| Other (Specify) |  |  |  |  |

Describe any specialized training, apprenticeship, skills, and certifications that you have.

If applicable, please describe any military service you have had including any related skill and/or training received.

EMPLOYMENT EXPERIENCE

Start with you present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

|   |  |                |   |       |     |  |  |                 |
|---|--|----------------|---|-------|-----|--|--|-----------------|
| Employer:   | <table><tr><td>Dates Employed</td></tr><tr><td><table><tr><td>From:</td><td>To:</td></tr><tr><td></td><td></td></tr></table></td></tr></table> | Dates Employed | <table><tr><td>From:</td><td>To:</td></tr><tr><td></td><td></td></tr></table> | From: | To: |  |  | Work Performed: |
| Dates Employed  |  |                |   |       |     |  |  |                 |
| <table><tr><td>From:</td><td>To:</td></tr><tr><td></td><td></td></tr></table> | From:  | To:            |   |       |     |  |  |                 |
| From:   | To:  |                |   |       |     |  |  |                 |
|   |  |                |   |       |     |  |  |                 |
| Address:  |  |                |   |       |     |  |  |                 |

|                      |                    |        |  |
|----------------------|--------------------|--------|--|
| Telephone Number(s): | Hourly Rate/Salary |        |  |
| Supervisor:          | Starting:          | Final: |  |
| Job Title:           |                    |        |  |
| Reason for leaving:  |                    |        |  |

|                      |                    |        |                 |
|----------------------|--------------------|--------|-----------------|
| Employer:            | Dates Employed     |        | Work Performed: |
| Address:             | From:              | To:    |                 |
| Telephone Number(s): | Hourly Rate/Salary |        |                 |
| Supervisor:          | Starting:          | Final: |                 |
| Job Title:           |                    |        |                 |
| Reason for leaving:  |                    |        |                 |

|                      |                    |        |                 |
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| Employer:            | Dates Employed     |        | Work Performed: |
| Address:             | From:              | To:    |                 |
| Telephone Number(s): | Hourly Rate/Salary |        |                 |
| Supervisor:          | Starting:          | Final: |                 |
| Job Title:           |                    |        |                 |
|                      |                    |        |                 |

Reason for leaving:

|                      |                    |        |                 |
|----------------------|--------------------|--------|-----------------|
| Employer:            | Dates Employed     |        | Work Performed: |
| Address:             | From:              | To:    |                 |
| Telephone Number(s): | Hourly Rate/Salary |        |                 |
| Supervisor:          | Starting:          | Final: |                 |
| Job Title:           |                    |        |                 |
| Reason for leaving:  |                    |        |                 |

## ADDITIONAL INFORMATION

*Other qualifications:* Summarize special job-related skills and qualifications acquired from employment or other experience including computer skills, software, etc.

*State any additional information you feel may be helpful to us in considering your application.*

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation?

Yes

No

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all my statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee can resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# VOLUNTARY SURVEY

*The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, LISEGA invites candidates to voluntarily self identify their gender, ethnicity and veteran status. Submission of this information is voluntary and will not affect any employment decision. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual. Please note that all data records are kept in a confidential file and are not part of your application for employment or personnel file.*

## VOLUNTARY SURVEY

Name: AAA S SS Position(s) Applied For: \_\_\_\_\_

**Signed:** \_\_\_\_\_ **S** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Check one:**      **Male**      **Female**

**Check one of the following: ( Ethnic Orgin)**

**Hispanic or Latino** (a person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.)

**White** (a person having origins in any of the original peoples of Europe, North Africa or Middle East.)

**Black or African American** (a person having origins in any of the Black racial groups of Africa.)

**American Indian/Alaskan Native** (a person having origins in any of the original peoples of North American and South America(including Central America), and who maintains tribal affiliation or community attachment.)

**Asian** (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)

– **Native Hawaiian or Other Pacific Islander** (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).

**Two or More races** (all persons who identify with more than one of the above races.)

## Decline to Participate

The affirmative action provisions of the [Vietnam Era Veterans' Readjustment Assistance Act of 1974 \(VEVRAA\)](#) prohibits job discrimination and requires federal contractors and subcontractors to take affirmative action to employ and advance in employment qualified Vietnam era veterans, special disabled veterans, recently separated veterans, and veterans who served on active duty during a war on in a campaign or expedition for which a campaign badge has been authorized.

**Check if applicable (Voluntary):**

**No Military Service:** Candidate has no military service.

**Inactive Reserve:** Candidate is an inactive member of a US military reserve.

— **Retired:** Candidate is retired from military status and is not a Veteran of the Vietnam Era or an Other Protected Veteran.

— **Active Duty :** Candidate is serving full-time duty in the active military service of the United States.

— **Active Reserve:** Candidate is an active member of a US military reserve.

— **Disabled Vet:** Candidate who:

A. a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Dept of Veterans' Affairs for a disability (i) rated at 30% or more, or (ii) rated at 10% or 20% in the case of a veteran who has been determined under Section 3016 of Title 38, U.S.C. to have a serious employment handicap, OR

B. a person who was discharged or released from active duty because of a service-connected disability.

**Other Vet:** Candidate who served in the military, ground, naval or air service of the US on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

**Recently Separated Veteran:** Candidate who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date such veterans discharge or release from active duty.

**Vietnam Veteran:** Candidate who:

A. served in the military, ground, naval or air service of the US on active duty for period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: (i) in the Republic of Vietnam between 2/28/61, and 5/7/75; or (ii) between 8/5/64 and 5/7/75, in all other cases (any location); or

B. was discharged or released from active duty for a service-connected disability if any part of such active duty was performed (i) in the Republic of Vietnam between 2/28/61, and 5/7/75; or (ii) between 8/5/65 and 5/7/75, in all other cases (any location).

*LISEGA is an Equal Employment Opportunity employer/F/M/D/V*

*LISEGA INC does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in any employment opportunities, terms, conditions or privileges of employment. Lisega does not discriminate on the basis of race, sex or disability in any of its activities pursuant to the requirements of Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Requests for accommodation of a disability should be directed to the Human Resources office.*