



Employment Application

Applicant Information

Full Name: Last First M.I. Date of Birth: MM/DD/YY

Address: Street Address Apartment/Unit # City State ZIP Code

Phone: () E-mail Address:

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

Position Applied for:

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If so, when?

Do you understand that you may be subject to a background check, & that your employment may depend upon the results of that investigation? YES NO

Attention: LetterLogic participates in the E-Verify Employment Eligibility program. Any person hired by LetterLogic must pass E-Verify's standards to remain employed by LetterLogic in accordance with Federal law.

Education

High School: Address:

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

College: Address:

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

Other: Address:

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

May we verify your attendance and degree(s)? YES NO

References

Please list three professional references that we can contact.

Full Name: Relationship:

Company: Phone: ()

Address:

Full Name: Relationship:

Company: Phone: ()

Address:

Full Name: Relationship:

Company: Phone: ()

Address:

Previous Employment

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

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I authorize LetterLogic, Inc. to verify or investigate all answers and initiate any lawful background check(s) necessary for employment decisions.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Voluntary Self-Identification

The Equal Employment Opportunity Commission (EEOC) requires some organizations to complete an EEO-1 report each year. Completion of this data is voluntary and **will not affect your opportunity for employment** or terms or conditions of employment. This form will be used for EEO-1 reporting purposes and/or Affirmative Action statistical analysis only and will only be accessed by Human Resources Department. Please return completed forms to the Human Resources Department.

POSITION APPLIED FOR: _____

Date completed: _____

1. GENDER:

(Please check one of the options below)

_____ Male

_____ Female

_____ Prefer not to answer

2. RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

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

___ **White (Not Hispanic or Latino)** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

___ **Black or African American (Not Hispanic or Latino)** A person having origins in any of the black racial groups of Africa.

___ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

___ **Asian (Not Hispanic or Latino)** 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.

___ **American Indian or Alaska Native (Not Hispanic or Latino)** A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

___ **Two or More Races (Not Hispanic or Latino)** All persons who identify with more than one of the above five races.

___ **Prefer not to answer**

3. DISABILITY STATUS:

To the best of your knowledge, do you qualify for recognition or accommodation under the Americans with Disabilities Act of 1990 (ADA) or the ADA Amendments Act of 2008 (ADAAA)?

Yes

No

PLEASE RETURN FORM TO HUMAN RESOURCES DEPARTMENT

Fax: 615-783-0368 or hr@letterlogic.com

Thank you for your participation.