



**APPLICATION FOR EMPLOYMENT**

EEO Policy: Hays-LTI prohibits any employment practice which in any way illegally discriminates against any employee, or applicant for employment, with respect to compensation, terms, conditions or privileges of employment because of an individual's race, color, religion, national origin, veteran status, marital status, eligibility for military service, sex, age, disability or any other basis protected by law. Disabled applicants may request any needed accommodations.

**PERSONAL INFORMATION:**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Salary Requirements: \_\_\_\_\_

What days/hours are you available? \_\_\_\_\_

Available Start Date: \_\_\_\_\_ Referred by someone?: \_\_\_\_\_

Do you have legal rights to work in the United States?  Yes  No

Have you ever been convicted of a crime?  Yes  No

If so, please describe the nature and circumstances:  
\_\_\_\_\_  
\_\_\_\_\_

Are there any current pending legal charges against you?  Yes  No

If so, please indicate the nature: \_\_\_\_\_

Have you previously worked for Hays-LTI?  Yes  No



**EDUCATION:**

**Name & Location of School:**

**High School:** \_\_\_\_\_

Did you graduate? \_\_\_\_ Yes \_\_\_\_ No      Degree Received? \_\_\_\_ Yes \_\_\_\_ No

**Trade/Business School:** \_\_\_\_\_

Did you graduate? \_\_\_\_ Yes \_\_\_\_ No      Degree Received: \_\_\_\_\_

**College/University:** \_\_\_\_\_

Did you graduate? \_\_\_\_ Yes \_\_\_\_ No      Degree Received: \_\_\_\_\_

**EMPLOYMENT HISTORY:**

**PRESENT/MOST RECENT EMPLOYMENT:**

Name of Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Address of Employer: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Your Position: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact supervisor? \_\_\_\_ Yes or \_\_\_\_ No

**PRIOR POSITION:**

Name of Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Address of Employer: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Your Position: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact supervisor? \_\_\_\_ Yes or \_\_\_\_ No



**EMPLOYMENT HISTORY, CONTINUED:**

**PRIOR POSITION:**

Name of Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Address of Employer: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Your Position: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact supervisor? \_\_\_\_\_ Yes or \_\_\_\_\_ No

**ADDITIONAL EMPLOYMENT INFORMATION:**

Describe your experience and/or training as it relates to the position you're applying for, as well as your licenses, certifications, awards or recognition as are relevant to the position you're applying for:

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