# Scott Lepman Company

## Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of this organization. **SCOTT LEPMAN COMPANY IS AN "AT-WILL" EMPLOYER.**

Applicant name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Cell: _____

Position(s): _____

Date available to start work: _____

Have you ever been previously employed by our organization?  _____ Yes  _____ No

Can you submit proof of legal employment authorization and identity?  _____ Yes  _____ No

*REQUIRED:* Drive to job sites.  Your Vehicle: **Make**_____ **Model**_____ **Year**_____ **Color**_____

**Is your ODL <u>current</u> and <u>valid</u>?** _____Yes _____ No

**Vehicle Insurance Co. Name:** _____How were you referred to us? _____

Have you ever been convicted of a crime? _____ No _____ Yes  If yes, please explain_____

_____

_____Which State(s)?_____ (a conviction will not automatically bar employment)

## Employment History:  Start with most recent.  (List duties at each job.)
### List ALL places worked <u>whether it applies to this position or not</u>.

●Employer: _____ Position held: _____
Address: _____ **Telephone #:** _____
Immediate supervisor and title: _____
*If presently employed,* **can we contact your supervisor?**  ❑ Yes  ❑ No
**Dates employed**: from _____ **to** _____ Salary: _____
**Describe duties:** (type? wpm___ & computer programs used if applies): _____

_____

**Reason for leaving:** _____

●Employer: _____ Position held: _____
Address: _____ **Telephone #:** _____
Immediate supervisor and title: _____
*Is supervisor still available to contact?* ❑ *Yes;* ❑ *No Explain:*_____
**Dates employed: from** _____ **to** _____ Salary: _____
**Describe duties:** (type wpm?___ & computer programs used if applies): _____

_____

**Reason for leaving:** _____

**Employment History Continued: List all work history <u>even if not related to this position.</u>**

●Employer: _____ Position held: _____

Address: _____ **Telephone #:** _____

Immediate supervisor and title: _____

*Is supervisor still available to contact?* ❏ *Yes;* ❏ *No Explain:* _____

**Dates employed: from** _____ **to** _____ Salary: _____

**Describe duties:** (type wpm?___ & computer programs used if applies): _____

_____

_____

**Reason for leaving:** _____

●Employer: _____ Position held: _____

Address: _____ **Telephone #:** _____

Immediate supervisor and title: _____

*Is supervisor still available to contact?* ❏ *Yes;* ❏ *No Explain:* _____

**Dates employed: from** _____ **to** _____ Salary: _____

**Describe duties:** (type wpm?___ & computer programs used if applies): _____

_____

_____

**Reason for leaving:** _____

●Employer: _____ Position held: _____

Address: _____ **Telephone #:** _____

Immediate supervisor and title: _____

*Is supervisor still available to contact?* ❏ *Yes;* ❏ *No Explain:* _____

**Dates employed: from** _____ **to** _____ Salary: _____

**Describe duties:** (type wpm?___ & computer programs used if applies): _____

_____

_____

**Reason for leaving:** _____

●Employer: _____ Position held: _____

Address: _____ **Telephone #:** _____

Immediate supervisor and title: _____

*Is supervisor still available to contact?* ❏ *Yes;* ❏ *No Explain:* _____

**Dates employed: from** _____ **to** _____ Salary: _____

**Describe duties:** (type wpm?___ & computer programs used if applies): _____

_____

_____

**Reason for leaving:** _____

●Employer: _____ Position held: _____

Address: _____ **Telephone #:** _____

Immediate supervisor and title: _____

*Is supervisor still available to contact?* ❏ *Yes;* ❏ *No Explain:* _____

**Dates employed: from** _____ **to** _____ Salary: _____

**Describe duties:** (type wpm?___ & computer programs used if applies): _____

_____

**Reason for leaving:** _____

## Qualifications for this position

Skills/Training: _____

_____

Licenses, Certificates, etc.: _____

## Educational History

|                      | Location: City & State | Year Completed | Course of study/Degrees |
|----------------------|------------------------|----------------|-------------------------|
| High School:         |                        |                |                         |
| College:             |                        |                |                         |
| Technical Training:  |                        |                |                         |
| Other:               |                        |                |                         |

## References   List **at least 3** references  **NOT** relatives or employers.   (May use co-workers.)

| NAME | PHONE NO. | YEARS KNOWN | RELATIONSHIP TO YOU |
|------|-----------|-------------|---------------------|
|      |           |             |                     |
|      |           |             |                     |
|      |           |             |                     |
|      |           |             |                     |

I HEREBY AUTHORIZE the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references**.**

**Applicant Initial (_____)**

I ALSO HEREBY RELEASE FROM LIABILITY the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.   **Applicant Initial (_____)**

I UNDERSTAND THAT ANY MISREPRESENTATION or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.  **Applicant Initial (_____)**

IF I AM EMPLOYED, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the employer or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.  **Applicant Initial (_____)**

I UNDERSTAND THAT IT IS THE POLICY of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.  **Applicant Initial (_____)**

I ALSO UNDERSTAND THAT IF I AM EMPLOYED, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.  **Applicant Initial (_____)**

**I REPRESENT AND WARRANT THAT I HAVE READ AND FULLY UNDERSTAND the foregoing, and that I seek employment under these conditions.**

Applicant signature: _____  Date: _____

**NOTE:**
**Valid ODL & vehicle insurance is an <u>employment</u> <u>requirement</u>.  DMV's ODL 3-year record *may* be required.**