



EMPLOYMENT APPLICATION

Personal Information

Please print. You must fully and accurately complete this application. Incomplete applications will not be considered.

Position(s) applying for: _____ Date of Application: _____

Name: _____ Phone : (_____) _____

Address: _____
Last First MI Street City State Zip

Are you 16 or older?: Yes No Are you 18 or older?: Yes No

List outside activities (please do not list any activities that would reflect race, color, religion, sex, national origin, disability or ancestry): _____

Have you ever worked for Leppinks before?: Yes No If yes, give dates employed: _____

Are any of your relatives employed by Leppinks?: Yes No If yes, please list name(s), relationship and store location below:

Name: _____ Relationship: _____ Location: _____

Have you ever been convicted of a crime, excluding misdemeanors and traffic violations?: Yes No

If yes, describe in full: _____
(The existence of a criminal record will not automatically disqualify you from the job you are applying for.)

Wage expected: _____ per hour If necessary, when would be the best time to call you at home?: _____

Work Availability

Type of employment desired: Full-time Part-time

Number of hours available per week: _____

Do you have any commitments to another employer that might affect your employment with us?: Yes No

Are you legally eligible for employment in this country (a US citizen or alien authorized to work in the United States)?: Yes No

Date Available for work: _____

To help us consider a job that matches your availability, please specify the days and the time each day you would be available to work:

Monday _____ Friday _____
 Tuesday _____ Saturday _____
 Wednesday _____ Sunday _____
 Thursday _____

Educational History

Circle last grade completed in high school: 8 or less 9 10 11 12 GED Your average grade?: _____

Name and location of high school: _____

Circle last year of college, tech or business school: 1 2 3 4 Did you graduate?: Yes No

Your average grades?: _____ Your major course of study?: _____

Name and location of school: _____

What school activities and organizations, including athletics, did you participate in?: (please do not list any activities that would reflect race, color, religion, sex, national origin, disability or ancestry): _____

What scholastic honors did you receive?: _____

US Military Service

Branch of service: _____ From: _____ To: _____

Describe any special training: _____

Work History

GIVE PRESENT OR MOST RECENT POSITION FIRST. Information must be complete and accurate.

May we contact your current employer?: Yes No

• Company Name: _____ Address: _____
Phone #: (____) _____ Supervisor's name and title: _____
Employment dates: From _____ To _____ Rate of pay*: _____ Position Held: _____
Major responsibilities: _____
Reason for leaving: _____

• Company Name: _____ Address: _____
Phone #: (____) _____ Supervisor's name and title: _____
Employment dates: From _____ To _____ Rate of pay*: _____ Position Held: _____
Major responsibilities: _____
Reason for leaving: _____

• Company Name: _____ Address: _____
Phone #: (____) _____ Supervisor's name and title: _____
Employment dates: From _____ To _____ Rate of pay*: _____ Position Held: _____
Major responsibilities: _____
Reason for leaving: _____

• Company Name: _____ Address: _____
Phone #: (____) _____ Supervisor's name and title: _____
Employment dates: From _____ To _____ Rate of pay*: _____ Position Held: _____
Major responsibilities: _____
Reason for leaving: _____

* Applicant need not answer rate of pay.

Have you ever been disciplined for absenteeism or tardiness? Yes No

What other special qualification(s) do you have not listed above?: _____

Briefly state why you would like to work with Leppinks: _____

IMPORTANT, PLEASE READ CAREFULLY

Leppinks is an equal employment opportunity company. We are dedicated to a policy of non-discrimination in employment on any basis including race, creed, age, sex, religion, national origin, height, weight, marital status or disability.

I understand that to be employed I must be lawfully authorized to work in the United States and be able to show Leppinks documents to prove this.

I understand that Leppinks will thoroughly investigate my work and personal history, and verify all data given on this application, on related papers and in interviews. I authorize all individuals, schools and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information. I authorize Leppinks to secure records regarding my criminal conviction history from the appropriate law enforcement agencies.

All of the information on this application, and made in conjunction with this application, is correct and true to the best of my knowledge. I understand that any false or misleading statement(s) made by me in connection with this application, or the failure to disclose any material information, will be grounds for immediate dismissal.

In consideration of my employment, I agree to conform to the rules and regulations of Leppinks, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either Leppinks or myself. I understand that no manager or representative of Leppinks, other than the president/owner 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.

Signature: _____ Date: _____

Application becomes inactive after 90 days. If you wish to be considered after that time, you must complete a new application.