



Application for Employment & Authorization to Release & Investigate Personnel Records

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, national origin, or marital or veteran status.

Welcome & Introduction

Thank you for your interest in applying for a job with Landmark National. We need you to fill out this application so we can determine whether or not to hire you. Please understand that our acceptance of this application does not create an obligation for us to hire you, nor that you must work for us. Be advised that your signature on this application has certain legal consequences. Therefore, we advise you to read the "Applicants Acknowledgment" section at the end of this application very carefully BEFORE you answer the questions set forth.

Date of Application: _____

General Information

Name: _____ Social Security Number: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Work or other Phone: _____

If you are applying for a position that requires you to drive on company business, you will be required to provide valid driver's license information.

Driver License Number: _____ State Where Issued: _____

If less than 5 years at current address, state how long and fill in previous address below. _____

Previous Address: _____

City, State, Zip: _____

Are you legally entitled to work in the United States? Yes No You must show proof.

Immigration status: _____

Are you at least 18 years of age? Yes No If no, how old are you? _____

Have you ever been convicted of any crime? Yes No If yes, explain _____

Have you ever been denied fidelity bond coverage? Yes No If yes, explain _____

Have you ever been terminated from a job for which you were entitled to collect unemployment? Yes No
If yes, explain _____

What position are you applying for? _____

What days of the week and hours during the day are you unavailable to work? Be specific: _____

Military Service (United States Armed Forces Only)

Draft Service: _____ Reserve Service: _____
Dates of Duty: _____ From: _____ To: _____
Branch of Service: _____ Highest Rank Obtained: _____
List service duties and any special training: _____

Education

School, Address and Course of Study	Did you Graduate?	If not, state last year attended
High School: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
College: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Graduate: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Other (Specify): _____		
If in school, please list your class schedule:		
Monday: _____	Tuesday: _____	Wednesday: _____ Thursday: _____ Friday: _____

List sports/hobbies: _____

How were you referred to us? Walk-in Employment Agency Employee Referral
 Advertisement Other

Who referred you? _____

That you are aware of, have you been previously employed by us or any other client company?
 Yes No If yes, indicate the dates of your employment and the client company: _____

Location: _____ Manager's Name: _____

Reason for leaving: _____

Work Record for the Last 5 Years

1. Company: _____ From: _____ To: _____ Position: _____
Address: _____ Acquired Skills: _____
Phone: _____
Supervisor: _____ Salary: _____ Per hour or per week: _____
Reason for leaving: _____

2. Company: _____ From: _____ To: _____ Position: _____
Address: _____ Acquired Skills: _____
Phone: _____
Supervisor: _____ Salary: _____ Per hour or per week: _____
Reason for leaving: _____

3. Company: _____ From: _____ To: _____ Position: _____
Address: _____ Acquired Skills: _____

Phone: _____
Supervisor: _____ Salary: _____ Per hour or per week: _____
Reason for leaving: _____

4. Company: _____ From: _____ To: _____ Position: _____
Address: _____ Acquired Skills: _____

Phone: _____
Supervisor: _____ Salary: _____ Per hour or per week: _____
Reason for leaving: _____

5. Company: _____ From: _____ To: _____ Position: _____
Address: _____ Acquired Skills: _____

Phone: _____
Supervisor: _____ Salary: _____ Per hour or per week: _____
Reason for leaving: _____

Please complete the attached reference check forms so that we may verify the information you provided to us. You must fill out these forms in your own handwriting. Each reference check form must be completed in order for us to process your application. You have the option to request that we not contact your current employer. However, if we hire you, we will send that employer a form, too.

Skills and Miscellaneous Information

Job Categories and Experience, Special Skills, Communications, Education

Light Industrial: _____

Heavy Industrial: _____

Medical Office: _____

Legal Office: _____

General Office: _____

Construction: _____

Crafts & Trades: _____

Financial & Accounting: _____

Other: _____

Applicant's Acknowledgment

It is very important that you read this section carefully, and that you fully understand it before you sign it. This section affects your legal rights. If you have any questions regarding those legal rights, please ask them before you sign this application. If you do not ask, we will assume that you fully understood the language set forth below.

In exchange for our consideration of employment:

1. I promise that all the information I have supplied in this application, and any other information, oral or written, is true and accurate. I understand that any misstated, misleading, incomplete, or false information is grounds for rejection of this application, refusal to hire, a withdrawal of an offer of employment, or immediate discharge without recourse, whenever and however discovered.
2. I hereby authorize Landmark National, its agent or assigns, to contact my previous employers to request references. Further, I agree to hold Landmark National and any such previous employer harmless for disclosure and authorize them to release any and all information pertaining to me and my employment.
3. I understand that Landmark National maintains a drug-free workplace at certain locations and that I will be given a copy of its policy to review at the time this application is made and that I may be required to submit to a drug/alcohol test, undergo a post-job offer medical examination, or pencil and paper tests, designed to determine my suitability for the job for which I am being considered. Additionally, from time to time, I may be required to take subsequent tests during the course of my employment and consent to such post-job offer and post-hire testing. I understand that, subject to applicable law, Landmark National shall be the sole judge of the acceptability of any test results.
4. I acknowledge, and where applicable consent to, the following:
 - My employment is at will;
 - I may be discharged for any reason, without notice;
 - I am subject to a 90-day evaluation period;
 - Successful completion of my evaluation period does not change our at will employment relationship;
 - Landmark National may conduct a criminal background, driver license, education, employment history, and professional license verifications, credit investigation, and check my references;
 - Work schedules may vary and can be unpredictable, and as such, I may be required to work a different shift, weekends, or overtime;
 - I will be required to comply with the policies and protocols set forth in Landmark National's employee handbook;
 - Landmark National reserves the right to amend, change, and/or modify the policies and protocols set forth in its handbook;
 - I will contact Landmark National if I feel that I have been unlawfully discriminated against by an employee, supervisor, or manager in connection with my employment. Further, I agree to give Landmark National an opportunity to resolve the situation before I file a claim with a government agency or file a lawsuit.

Applicant's Printed Name

Applicant's Signature

Date