# Application for Employment

# NOTE: All portions of this application need to be completed to be considered for employment.

 **APPLICANT INFORMATION Date:**

|  |  |  |
| --- | --- | --- |
| **Last Name:** | **First Name:** | **Middle Name:** |
| **Mailing Address:** |  | **City:** | **State:** | **Zip Code:** |
| **Permanent Address (If Different from Above):** |
| **Telephone Number:** | **Social Security Number:** | **Date of Birth:** |
| **First Emergency Contact:** | **Contact Numbers:** | **Relationship to you:** |
| **Second Emergency Contact:** | **Contact Numbers:** | **Relationship to you:** |

|  |  |
| --- | --- |
| **Do you have a valid Driver’s License?****YES NO** | **Driver’s License Number:** |

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# POSITION AND AVAILABILITY

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? YES NO

|  |
| --- |
| **Position Applying For:** |
| **Date Available to Work:** | **Shifts Available to work:** **Days Evenings Weekends Holidays \_Fulltime Part time** |
| **Have You Applied to LOTUS Corporation Before? YES NO** | **If so, when?**  |

#  EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name and Address of School** | **Course of Study** | **Years Completed** | **Diploma Degree** |
| **High School** |  |  |  |  |
| **College** |  |  |  |  |
| **Graduate Professional** |  |  |  |  |
| **Other ( Specify)** |  |  |  |  |

**Describe any specialized training, certifications, or other job related skills below:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **EMPLOYMENT HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date (month/year)** | **Name & Address of Employer** | **Salary** | **Position** | **Reason For Leaving** |
| **From****To** |  |  |  |  |  |
|  |
| **From****To** |  |  |  |  |  |
|  |
| **From** **To** |  |  |  |  |  |
|  |

**PERSONAL REFERENCES - Do not include family members or past supervisors.**

|  |
| --- |
| **Name Phone Number Occupation** |
| **1.)** |
| **2.)** |
| **3.)** |

# Please read the following statement carefully:

I certify that the answers given herein are true and complete to the best of my knowledge and that I have not knowingly withheld any fact or circumstance. I understand that falsifying or omitting information on this form may cause me to be disqualified from further consideration or dismissed from employment if hired.

All employment offers are made contingent upon satisfactory proof of legal documents such as a copy of your driver’s license and social security card.

This application does not constitute an agreement or contract for employment for any specified period of time or duration. If hired, applicant acknowledges and understands that he or she will be an “at will” employee. This means that you may quit for any reason or no reason, and LOTUS Corporation may discharge you for any reason or no reason.

I understand that if hired, I may be required to undergo a physical examination, have a photograph taken, and drug and alcohol test. In addition to this if I should become involved in an accident while on duty, on company premises, on job sites, or in a company vehicle or there is reasonable suspicion of drug or alcohol use exists based on my performance, appearance, and/or behavior. I am also of the understanding and have signed in the above application that I am willing to submit to random drug testing.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all the information provided by me in this application, resume, job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations or organizations for furnishing information about me. **I acknowledge that I have read this authorization and release, fully understand it, and fully and voluntarily agree to its provisions.**

**Signature of Applicant Date**