

Employment Application

Lansing Housing Products

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address City State Zip

Phone: () Alternate Phone: ()

Date Available: _____ Email Address _____

Position Applied for: _____

Available to work: Full Time: Part time: Any hours, shifts, or days you cannot work? _____

How did you hear about us: Newspaper Ad Current Employee _____ Other _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: ()

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: ()

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: ()

Address: _____

Previous Employment

Company: _____ Phone: ()
Address: _____ Supervisor:
Job Title: _____ Salary: \$
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor? YES NO

Company: _____ Phone: ()
Address: _____ Supervisor:
Job Title: _____ Salary: \$
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor? YES NO

Company: _____ Phone: ()
Address: _____ Supervisor:
Job Title: _____ Salary: \$
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor? YES NO

Military Service (section not required to be completed)

Branch: _____ From: _____ To: _____
Rank at Discharge: _____

Disclaimer and Signature

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you and all information concerning my previous employment and any pertinent information they may have and release all parties from all liability for any damage that may result from this. I understand this application is not an implied or expressed contract of employment and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary be terminated at any time with or without prior notice and with or without cause. I acknowledge that I have read and understand the above statement"

Signature: _____ Date: _____

****APPLICATION WILL NOT BE VALID UNLESS EMPLOYMENT HISTORY IS COMPLETE****