**APPLICATION FOR EMPLOYMENT**

**LIVING TREE ESTATES, LLC**

**N1916 Greenville Drive – Greenville, WI 54942**

**920-882-5045**

Living Tree Estates, LLC is and equal employment opportunity employer dedicated to a policy of non-discrimination in employment based upon an individual’s race, color, creed, religion, age, sex, national origin, ancestry, marital status, sexual orientation or any other protected class or the presence of any non-job-related medical condition or disability. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences or discrimination based upon any non – job- related information. This application will be given consideration, but its receipt does not imply that the application will be employed. Please contact our office at [920]882-5045 if you need any accommodation to participate in the application process.

Position Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of work Desired: Full – Time \_\_\_\_\_\_\_ Part – Time \_\_\_\_\_\_\_ Temporary \_\_\_\_\_\_\_

Days Available to Work: Sun\_\_\_ Mon\_\_\_ Tues\_\_\_ Wed\_\_\_ Thurs\_\_\_ Fri\_\_\_ Sat\_\_\_

Hours Available to Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Available to Start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Data**

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle Initial: \_\_\_\_\_\_\_\_\_

Age: \_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City State Zip

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evening Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Information**

1. Have you ever applied for a job with our company in the past? If yes, please give the date of application and the position for which you applied. State your name at that time; if different from your present name.

2. Have you ever been employed with our company in the past? If yes, please give the date of employment and the position for which you worked. State your name at that time; if different from your present name.

3. If hired, will you be able to work during the normal days and hours required for the position(s) for which you are applying? If no, please explain.

4. Do you have any commitments to another employer that might affect your employment with our company? If yes, please explain.

5. If hired, can you furnish proof that you are at least 18 years of age?

6. If hired, can you furnish proof that you are eligible to work in the United States? [If unsure of the documents needed to prove eligibility, we will explain the legal requirements]. If no, please explain.

7. Have you ever been convicted of a felony or released from prison in the past 7 years? [NOTE: a “yes” answer does not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered]. If yes, please explain.

8. Are you charged with an unresolved criminal charge, meaning a crime that has not yet resulted in a plea of guilty, court trial, or dropping of the charge? [NOTE: a “yes” answer does not automatically disqualify you from employment].

Yes: \_\_\_\_ No: \_\_\_\_

Yes: \_\_\_\_ No: \_\_\_\_

Yes: \_\_\_\_ No: \_\_\_\_

Yes: \_\_\_\_ No: \_\_\_\_

Yes: \_\_\_\_ No: \_\_\_\_

Yes: \_\_\_\_ No: \_\_\_\_

Yes: \_\_\_\_ No: \_\_\_\_

Yes: \_\_\_\_ No: \_\_\_\_

**Educational Data**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SCHOOLS ATTENDED | Name/Location | Graduate? | Degree/Diploma? | Major Course of Study |
| High School |  |  |  |  |
| Technical, Vocational, Military training |  |  |  |  |
| College or university |  |  |  |  |
| Graduate School |  |  |  |  |
| Professional  Seminars |  |  |  |  |

Please list any other job related courses, specific certificates, or other education:

|  |
| --- |
|  |

Please List any other job related licenses, computer knowledge and/or any other special skills:

|  |
| --- |
|  |

**Employment History – Present & Former Employers**

**[List in most recent order]**

|  |  |
| --- | --- |
| Company Name: | Dates of Employment  From: To: |
| Address: | Supervisor & Phone Number: |
| Job Title: | Reason For Leaving: |
| Starting Wage: | Your Name While Employed [If Different from Present]: |
| Ending/Current Wage: | May We Contact? |

|  |  |
| --- | --- |
| Company Name: | Dates of Employment  From: To: |
| Address: | Supervisor & Phone Number: |
| Job Title: | Reason For Leaving: |
| Starting Wage: | Your Name While Employed [If Different from Present]: |
| Ending/Current Wage: | May We Contact? |

|  |  |
| --- | --- |
| Company Name: | Dates of Employment  From: To: |
| Address: | Supervisor & Phone Number: |
| Job Title: | Reason For Leaving: |
| Starting Wage: | Your Name While Employed [If Different from Present]: |
| Ending/Current Wage: | May We Contact? |

Please Account for any time you were not employed that exceeded one month:

|  |  |
| --- | --- |
| Time Period[s]: | Reason for Unemployment: |
|  |  |
|  |  |
|  |  |
|  |  |

**REFRENCES**

List Three Individuals that are not former employers or relatives:

Name City/State Phone # Occupation

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

Please Explain why you are interested in employment with our company, any accomplishment(s) you would like to share and why you would be a good choice for hire:

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

**IMPORTANT – READ CAREFULLY & INITIAL BEFORE SIGNING!**

**INITAILS:**

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

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

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

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

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

By my signature and initials, I confirm that the information provided in this employment application and accompanying resume, if any, is true and complete. I understand that any false information or signification omissions that may disqualify me from further consideration for employment and would be justification for my dismissal if discovered at a later date. I agree to immediately notify the company if I should be convicted of a felony or any crime involving dishonesty or a breach of trust while my job application is pending or during my period of employment if hired.

I authorize any person, school, current employer [except as previously noted], past employer[s], organizations named in this application form and accompanying resume, if any, and pre-employment agencies to provide the company with relevant information and opinion that may be useful to the company in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

I understand that if my employment is terminated by the company for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted. I also understand that, if hired, I may not hold other employment or engage in other activities that create a conflict of interest with the company.

I understand this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of date of payment of wages or salary, be terminated at any time.

I understand this is the initial phase of the application process and there are other pre-employment steps that may result. I understand and agree the company may require criminal background investigation, health assessment, TB test, and other qualifications to be met.

**\*\*By signing this application I authorize Living Tree Estates, LLC to conduct a criminal background investigation in accordance with the state of Wisconsin & the Caregiver Law, and to contact the references and previous employers listed unless otherwise specified.\*\***

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_