



OF-037-FRM-11-Application for Employment

POSITION APPLYING FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

REFERRAL SOURCE: \_\_\_ ADVERTISEMENT \_\_\_ EMPLOYEE \_\_\_ RELATIVE
\_\_\_ WALK-IN
\_\_\_ GOVERNMENT EMPLOYMENT AGENCY \_\_\_ PRIVATE EMPLOYMENT AGENCY
\_\_\_ OTHER

NAME: \_\_\_\_\_
(FIRST) (MIDDLE) (MAIDEN NAME, if any) (LAST)

TELEPHONE # (\_\_\_\_) \_\_\_\_\_ MOBILE/BEEPER/OTHER PHONE # (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ HOW LONG? \_\_\_\_\_

CITY, STATE, & ZIP: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ Over 18 yrs? \_\_\_ Over 21 yrs? \_\_\_

PREV. ADDRESS \_\_\_\_\_ HOW LONG? \_\_\_\_\_
(STREET) (CITY) (STATE & ZIP)

THE PAST
THREE YEARS \_\_\_\_\_ HOW LONG? \_\_\_\_\_
(STREET) (CITY) (STATE & ZIP)

If necessary, best time to call you at home: AM / PM \_\_\_\_\_ May we contact you at work:
YES OR NO

If yes, work number and best time to call: (\_\_\_\_) \_\_\_\_\_ AM / PM \_\_\_\_\_

Have you submitted an application here before? YES OR NO
If yes, give position and date: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Have you ever been employed here before? YES OR NO
Are you legally eligible for employment in this country? YES OR NO

Date available for work: / \_\_\_\_ / \_\_\_\_ What is your desired salary range? \_\_\_\_\_

Type desired: Full -Time \_\_\_\_\_ Part -Time \_\_\_\_\_ Temporary \_\_\_\_ Seasonal \_\_\_\_\_

Will you travel if job requires it? YES or NO Will you work overtime if required? YES or NO

If no, please explain: \_\_\_\_\_

**PERSONAL REFERENCES**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

Any known health problems (respiratory, back, kidney, etc.): \_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

High School: \_\_\_\_\_ Years completed: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Other Schooling: \_\_\_\_\_ Years completed: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Other Schooling: \_\_\_\_\_ Years completed: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Other Skills/Training: \_\_\_\_\_

**EMPLOYMENT RECORD NOTE: LEI Requires Previous Employment for at least 5 Years**

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\*Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Position/ Title: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Pay Rate: \_\_\_\_\_ Per Month

Supervisors Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

\*Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Position/ Title: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Pay Rate: \_\_\_\_\_ Per Month

Supervisors Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

\*Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Position/ Title: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Pay Rate: \_\_\_\_\_ Per Month

Supervisors Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

\*Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Position/ Title: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Pay Rate: \_\_\_\_\_ Per Month

Supervisors Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

**I HEREBY STATE THAT ALL THE ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE. TERMINATION MAY OCCUR UPON ANY FALSE STATEMENTS FOUND ON THIS APPLICATION. I ALSO GIVE PERMISSION FOR LEI, INC. TO OBTAIN BACKGROUND INFORMATION EITHER IN WRITING OR VERBALLY FROM MY PREVIOUS EMPLOYERS.**

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OFFICE USE ONLY:**

TITLE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_  
(Circle one) Full-Time - Part-time - or Temporary

SUGGESTED AMOUNT OF PAY: \$ \_\_\_\_\_ PER \_\_\_\_\_

EMPLOYEE START DATE: \_\_\_\_\_ DOB: \_\_\_\_\_

NAME OF IMMEDIATE SUPERVISOR: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**PRE-EMPLOYMENT POLICIES**

It is the objective of the management of LEI, Inc. to take every possible measure to insure that all employees of this company are properly trained and practice all applicable **LDEQ, OSHA, and DOTD** guidelines. This objective will be accomplished by strict adherence to the training requirements and procedures hereafter described.

LEI, Inc. does not discriminate based on race, color, religion, sex, national origin, age, or disability in any of its hiring practice. LEI, Inc. complies with all Federal, State and Local Government authorities pertaining to the Equal Employment Opportunity according to Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, 38 U.S.C. 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, Title VII of the Civil Rights Act of 1964, The Americans with Disabilities Act of 1990, The Age Discrimination Act of 1967, the Equal Pay Act of 1963, and Section 504 of the Rehabilitation Act of 1973

**LEI, Inc. hires using a 90 day probationary period with performance review at the end of 90 days. LEI reserves the right to hire permanently at the end of the 90-day probation period or to terminate employment at their discretion at anytime during the probation period.**

At any time during employment, ***all personnel may be required*** to submit to any or all of the following: drug test analysis for illicit drug use, alcohol breath test, lead and/or mercury test to establish base line lead and/or mercury body content, pulmonary function test, and/or a back stress test to determine physical limitations. *All Process Employees and Drivers must be able to lift 125 pounds and wear a respirator in order to comply with LEI's safety guidelines.* LEI reserves the right to perform random testing of all above-mentioned test throughout the term of employment. LEI pays pre-employment and probationary controlled substance and alcohol test if the test results are negative. The employee pays positive test results for pre-employment and probationary controlled substance and alcohol test. LEI, Inc. reserves the right to take disciplinary action or terminate employment, not limited to, but including the following reasons *at any time*:

- |                                |                               |                      |
|--------------------------------|-------------------------------|----------------------|
| Unexcused Absence              | Housekeeping Violations       | Excessive Tardiness  |
| Improper Conduct               | Drinking (Alcohol) on Duty    | Insubordination      |
| Reporting Under Influence      | Violation of Safety Rules     | Theft and Pilferage  |
| Dishonesty                     | Careless Equipment operations | Substandard Work     |
| Use of Drugs                   | Destruction of Property       | Fighting on Premises |
| Failure to follow Instructions | Violation of Rules of Conduct |                      |
| Defective and Improper Work    | Leaving without Permission    |                      |

All employees must follow the LEI policies in order for LEI to maintain a safe, efficient and approved regulatory facility. Please be aware that LEI may be required to, and reserves the right to conduct a Criminal History check from state and federal agencies on each applicant or employee.

**This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.** I authorize you to make such investigations and inquires of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, health care providers, state and local enforcement agencies and other persons from all liability in responding to inquiries and releasing information in connection with my application.  
**I HAVE READ AND UNDERSTAND ALL TESTING AND EMPLOYMENT REQUIREMENTS OF LEI, INC. AND I AM FULLY CAPABLE OF COMPLYING WITH ALL TESTING AND EMPLOYMENT REQUIREMENTS OF LEI, INC.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

## Pre-Interview Questionnaire

1. What is important to you in a place where you work? Tell us about what your ideal company and job would be like.
2. Tell me about a personal or career goal that you have accomplished and why that was important to you? What are your long term goals? What are you doing/what will you do to accomplish these goals?
3. Tell me about a time when you were part of a great team. Why was it great? What was your part in making the team effective?
4. What kinds of people do you like to work with? What types of people do you not like to work with?
5. Give me an example of a time when you had to deal with a difficult co-worker. How did you handle the situation and what was the outcome?
6. Describe your coping mechanism when things get hectic at work.
7. What would your previous supervisors say about you?
8. Strengths/weaknesses?
9. Why hire?