

Lewis C. Howard, Inc.

760 E Vine Street
Kalamazoo, MI 49001
Ph: (269) 344-0144
Fax: (269) 344-1241

EMPLOYMENT APPLICATION

Lewis C Howard, Inc is an Equal Opportunity Employer. It is our policy to afford equal employment opportunity regardless of race, religion, color, national origin, sex, age, marital status, height, weight, disability, or veteran status. A person with a disability or handicap requiring accommodation for completing the application process should notify Human Resources as soon as possible

Position(s) Applying For: _____

Application Date: _____

EMPLOYEE INFORMATION

Name: _____

Telephone: _____ Email: _____

Address: _____

Are you able to perform the essential functions of the position with or without accommodations? Yes No

What are your salary/hourly requirements? _____ Are you 18-years or older? Yes No

Are you seeking? Full-time _____ Part-time _____

If part-time, please confirm your availability throughout the week/weekend: _____

Have you applied with us previously? Yes No

How did you hear about the position for which you are applying? _____

When are you available for work? _____

EMPLOYMENT HISTORY

Please complete your employment history, even if a resume is submitted. Please list all employers starting with the present or most recent. Include self-employment, summer, part-time, and temporary jobs. If you need more space, please list on a separate piece of paper.

Employer name and address: _____ _____ _____ Pav: \$ Per: _____	Position title/duties, skills: _____ _____ _____ Supervisor: _____ Telephone: _____	Start date: _____ Reason for leaving: _____ _____ _____ End date: _____
Employer name and address: _____ _____ _____ Pav: \$ Per: _____	Position title/duties, skills: _____ _____ _____ Supervisor: _____ Telephone: _____	Start date: _____ Reason for leaving: _____ _____ _____ End date: _____
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EDUCATION

	Name of School	City & State	Number of Years Attended	Did you Graduate?	Subject/ Major
High School					
College/ University					
Specialized Training					

MILITARY

Are you a Yes Branch: Date Entered: Date Discharged:

BACKGROUND INFORMATION

When completing this section, do not disclose information regarding convictions that have been judicially sealed, expunged, eradicated, impounded, pardoned, dismissed, or nulled. Do not disclose information regarding juvenile court convictions or minor traffic violations. A conviction record does not automatically bar you from employment. All of the job-related circumstances surrounding convictions will be considered.

Have you ever been convicted of, pled guilty or no contest to, been imprisoned, or been on probation or parole for any felony ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of, pled guilty or no contest to, been imprisoned, or been on probation or parole for any misdemeanor or violation ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Crime or Conviction	City, State Committed	Conviction Date

REFERENCES

Please provide contact information for two professional references:

Name	Address	Telephone Number	Relationship to You
Name	Address	Telephone Number	Relationship to You

DISCLAIMER & SIGNATURE

I certify that the information on this application is true and complete to the best of my knowledge. If this application leads to employment, I understand that any false or misleading information in my application may result in my termination at any time. I authorize my current and former employers to release any information contained in my personnel file or otherwise known by them and hereby release them from any liability as a result of sharing this information.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this company is of an "at will" nature, which means that I may resign at any time and the

Employer may discharge me at any time, with or without cause. It is further understood that this “*at will*” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing to the Human Resources Department.

Applicant Signature

Date