

## Application for Employment

**PLEASE READ THE FOLLOWING BEFORE FILLING OUT THIS APPLICATION FORM.**

Lake Receptions is an equal opportunity employer and does not discriminate in recruiting, hiring, training, promoting or other employment practices for reasons of race; color; religion; sex; national origin; age; Veteran/Reserve, National Guard status; or disability. No question in this application is intended to secure information to be used for such discrimination.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Lake Receptions, at its own expense, may arrange for a surety bond for each of its employees. Unless the applicant's background is acceptable to a surety company, it will be difficult to secure this bond and Lake Receptions may be unable to offer employment.

Please complete this form carefully in your own handwriting. Replies to all questions will be held in strictest confidence. If your answers or statements require additional space, obtain supplemental sheets from personnel receptionist.

Last Name	First	Middle	Social Security#	Phone		
Present Address	Street	City	State	Zip	From	To
Address for last five years						
Are you legally eligible to be employed in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			Can you provide proof? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			If needed, do you have the proper work permits? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Position desired: <input type="checkbox"/> Full time <input type="checkbox"/> Part time						
How soon could you report to work?			Rate of pay expected:			
How did you come to apply?	<input type="checkbox"/> Employee Referral		<input type="checkbox"/> High School Recruitment		<input type="checkbox"/> Newspaper Ad	
	<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Former Employee		<input type="checkbox"/> College Recruitment	
	<input type="checkbox"/> Walk-in		<input type="checkbox"/> Other:			
Have you ever been convicted, pled nolo contendere, had adjudication withheld or placed on probation for a criminal offense, specifically involving dishonesty or breach of trust (including but not limited to robbery, embezzlement, forgery, perjury, tax evasion, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If so, state dates, place, courts, where offense occurred and judgment given:						
<b>GIVE PERSONAL REFERENCES WHO ARE NOT RELATIVES OR FORMER EMPLOYERS</b>						
Name	Address	Occupation	Years Known			
MII revised 8/5/2002			<b>WE ARE AN EQUAL OPPORTUNITY EMPLOYER</b>			

**SHOW RESENT AND PAST EMPLOYMENT FOR THE PAST  
FIVE YEARS INCLUDING PART-TIME EMPLOYMENT**

<b>Employment Dates Month/Year</b>	<b>Employment (1)</b>	<b>Salary</b>		<b>Type of Business</b>	<b>Title or Position</b>
From:	Co. Name:	Start	Final		
	Address:				
To:	City:				
	State: Zip:				
Describe Type of Work Done:					
Reason for leaving above position:					
<b>Employment Dates Month/Year</b>	<b>Employment (2)</b>	<b>Salary</b>		<b>Type of Business</b>	<b>Title or Position</b>
From:	Co. Name:	Start	Final		
	Address:				
To:	City:				
	State: Zip:				
Describe Type of Work Done:					
Reason for leaving above position:					
<b>Employment Dates Month/Year</b>	<b>Employment (3)</b>	<b>Salary</b>		<b>Type of Business</b>	<b>Title or Position</b>
From:	Co. Name:	Start	Final		
	Address:				
To:	City:				
	State: Zip:				
Describe Type of Work Done:					
Reason for leaving above position:					
<b>Employment Dates Month/Year</b>	<b>Employment (4)</b>	<b>Salary</b>		<b>Type of Business</b>	<b>Title or Position</b>
From:	Co. Name:	Start	Final		
	Address:				
To:	City:				
	State: Zip:				
Describe Type of Work Done:					
Reason for leaving above position:					
<b>Employment Dates Month/Year</b>	<b>Employment (5)</b>	<b>Salary</b>		<b>Type of Business</b>	<b>Title or Position</b>
From:	Co. Name:	Start	Final		
	Address:				
To:	City:				
	State: Zip:				
Describe Type of Work Done:					
Reason for leaving above position:					
Have you ever been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No   Have you ever applied here before? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been discharged or requested to resign from a position? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If so, explain:					

May we contact your present or previous employer(s)?  Yes  No

Give Employment References:

Supervisors Name and Title	Company and Address	Phone #	Years Known

Why do you desire to make a change?

Have you ever held a position of trust (handling money or confidential material)?  Yes  No

Name and Location List any special schooling (extension, night, business, etc.)		Graduate	Diploma or Degree	Major and Minor Studies	Grade Levels
Grade School		N/A	N/A	N/A	
High School				N/A	
College					
Other (AIB, etc.)					

Check the appropriate space below to show experience or training in the skills or equipment named. Also name briefly describe courses taken in school, present or past positions, or other experience that will especially fit you for the position for which you apply.

- Bookkeeping  Accounting  Hostess  Waiter  Sound Equipment  Reservations
- Computer Operator: Model \_\_\_\_\_  Switchboard: Model \_\_\_\_\_
- Bartender  Lighting  Culinary Arts  Photography  Food Preparation Equipment
- Other (list those skills or abilities which you consider relevant to this job)

**ACTIVITIES:** (Only activities you consider relevant to your ability to perform this job should be listed)  
List only those activities, such as civic, athletic, fraternal, etc., which you consider relevant to this job.

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(Exclude organizations, the name or character of which indicates the race, creed, color, religion or national origin of its members)

Have you ever served in the U.S. Armed Services?  Yes  No      Date Entered Service:

If so, what branch or branches:      Date of Discharge:

1. I hereby agree to being fingerprinted before or during my employment by a law enforcement agency and agree to my fingerprint record being processed by the FBI.
2. I authorize investigation of all statements contained in the application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that 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 without any previous notice.
3. I fully understand because of the nature of the business conducted by Lake Receptions that all information, whether written, spoken or otherwise communicated or obtained, and all files and records of any and every description relating to the business of Lake Receptions or to anyone with whom Lake Receptions has dealings, constitute privileged matters and are to be treated in a strictly confidential manner. I fully understand and agree that, should I enter the employ of Lake Receptions, I am not to, and will not at anytime, communicate or reveal any business of Lake Receptions or any such information or records or files or the matters contained therein to unauthorized personnel within Lake Receptions or to anyone outside Lake Receptions. I also understand that any violation of the foregoing shall be sufficient grounds for termination of my employment.
4. In the event I am employed by Lake Receptions, I will comply with all rules and regulations as set forth in Lake Receptions policy manual or other communications distributed to all employees.
5. I understand that if I am hired, my continued employment may be conditioned upon a health evaluation which may include a physical examination by a doctor selected by Lake Receptions to which I hereby consent. This health evaluation will also include a chemical analysis to determine whether I am a user or addicted to illegal drugs and/or alcohol, to which I also consent.
6. I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.
7. I understand that I may be asked to voluntarily submit to a polygraph examination as part of an on-going investigation if the employer has sustained an economic loss or injury as a result of actions such as theft or embezzlement.
8. I understand that if I am employed, a photograph may be later required.
9. I authorize a Credit Report which will provide applicable information on my credit status, employment and public records. If Lake Reception denies employment either in whole or in part because of any information contained in the report, the reason will be communicated to me as required by the Fair Credit Reporting Act.
10. I understand that Lake Receptions employs only U.S. citizens and properly authorized aliens. If I become employed, federal law requires that I furnish to Lake Receptions proof of my identity and employment authorization and to sign a statement under penalty of perjury verifying my eligibility for employment as a citizen or national of the United States or an otherwise employable alien.
11. I hereby acknowledge that I read the above statement and understand the same.

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Application Date

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Applicant's Signature

(This is to advise you that your application for employment will be processed as quickly as possible. Public Law 91-508 requires that we advise you that a routine inquiry may be made during our initial or subsequent processing which will provide applicable information concerning character and general reputation for honesty and truthfulness. Upon written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided.)

THIS APPLICATION VOID AFTER 90 DAYS, UNLESS RENEWED BY THE APPLICANT.