



**APPLICATION FOR EMPLOYMENT**

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE. COMPLETE PAGES 1-4.

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS				
<b>DATE:</b>				
<b>NAME:</b>				
Last		First		Maiden
<b>Present address:</b>				
Number		Street	City	State      Zip
<b>How long at present address:</b>			<b>Phone (w/area code):</b>	
<b>Email Address:</b>				
<b>Position applying for:</b>				
<b>Employment desired:</b> <input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME				
<b>Date available for work?</b> <input type="checkbox"/> Immediately				
EDUCATION				
<input type="checkbox"/> CHECK HERE - If Information is provided on attached resume, omit education section.				
TYPE OF SCHOOL	NAME OF SCHOOL	CITY, STATE	# OF YEARS COMPLETED	MAJOR, DIPLOMA or DEGREE
High School				
College				
Bus. or Trade School				
Professional School				
<b>HAVE YOU EVER BEEN CONVICTED OF A CRIME?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes				
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation:				



<b>WORK EXPERIENCE</b>	Please list your work experience for the <b>past five years or last 3 employers</b> beginning with your most recent job held. If you were self-employed, give firm name. <b>Attach additional sheets if necessary.</b>
<b><input type="checkbox"/> CHECK HERE - If Information is provided on attached resume, omit Work Experience section</b>	
Name of Employer :	EMPLOYMENT DATES: From _____ To _____
Address: City, State, Zip Code: Phone number:	SALARY: Start _____ Final _____
Name of last Supervisor:	Last Job Title:
Reason for leaving (be specific):	
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.	
Name of Employer :	EMPLOYMENT DATES: From _____ To _____
Address: City, State, Zip Code: Phone number:	SALARY: Start _____ Final _____
Name of last Supervisor:	Last Job Title:
Reason for leaving (be specific):	
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.	
Name of Employer :	EMPLOYMENT DATES: From _____ To _____
Address: City, State, Zip Code: Phone number:	SALARY: Start _____ Final _____
Name of last Supervisor:	Last Job Title:
Reason for leaving (be specific):	
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.	
<b>May we contact your present employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	



Did you complete this application yourself? <input type="checkbox"/> Yes <input type="checkbox"/> No		If not, who did?	
DO YOU HAVE A DRIVER'S LICENSE? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What is your means of transportation to work?			
<b>OFFICE ONLY</b>	<input type="checkbox"/> DL Copied for records	Initials:	Date:

<b>Please list two references (please, no relatives).</b>	
Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone:	Telephone:

**Applicant Information Release**

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Lane Sheridan, LLC, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.**



**APPLICATION FORM WAIVER**  
**PLEASE READ CAREFULLY**

In exchange for the consideration of my job application by Lane Sheridan, LLC (hereinafter called "the Company"), I agree that: Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Company, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and the Company may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

Company believes that you should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

**Definition**

Lane Sheridan, LLC has adopted, and its policy is based on, the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of your employment
- submission to or rejection of such conduct by you is used as the basis for employment decisions affecting you
- Such conduct has the purpose or effect of unreasonably interfering with your work performance or creating an intimidating, hostile or offensive working environment.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

**PRINT NAME:**

**DATE:**

**SIGNATURE OF APPLICANT:**

**Thank you for completing this application form and for your interest in our business.  
Save your completed form and email it as an attachment to [Jane@Sheridansbnb.com](mailto:Jane@Sheridansbnb.com)**