

LPB Employment Application

To applicant: Your interest in employment with Lindsay Pope Brayfield & Associates, Inc. is appreciated. A clear understanding of your background and work experience will aid us in considering your application. We do not discriminate in employment on the basis of race, color, religion, sex, age, national origin, disability, veteran of the Vietnam War status, or any other status protected by federal or applicable state law.

AIA AAF Date _____

Personal

Name (First, Middle, Last)		Social Security Number	
Street Address			
City	State	Zip	Email Address
Telephone Numbers	Home	Work	Cellular

General Information

Position Applied For	Date Available
Salary Requirements	
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a United States citizen or otherwise legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been convicted of a felony? If yes, explain. <input type="checkbox"/> Yes <input type="checkbox"/> No	
_____ _____	
List any other acquaintances or relatives employed by LPB and their relationship to you.	
_____ _____	
Have you ever been employed by LPB before? If yes, when? <input type="checkbox"/> Yes <input type="checkbox"/> No _____	
Have you ever applied for employment with LPB before? If yes, when? <input type="checkbox"/> Yes <input type="checkbox"/> No _____	
_____ _____	
How did you learn of the position?	
_____ _____	

Specialized Skills

Software applications experience	Keyboard Speed
Honors/Memberships	
What special skills, knowledge, talents, business licenses, or other job-related experiences do you have? Include scholastic honors, honorary societies, fellowships, professional memberships, etc.	
_____ _____ _____ _____	

Educational Background

	Dates Attended	Did you graduate?	Diploma or degree	Major field or course of study
High School				
Name				
Location				
College				
Name				
Location				
Graduate Program				
Name				
Location				
Other Education				
Name				
Location				

Additional training, courses, or credentials

Do you plan to continue your education? Yes No If so, when and in what field?

Are you capable of performing the essential functions of the job for which you have applied? Yes No Other (Explain)

U.S. Military

Branch of U.S. Military Service

Dates of Service From To Rank or rating upon discharge

If duties were job-related, please describe.

Employment Termination

Have you ever been discharged or asked to resign from any position? Yes No

Date Reason

Name of Employer

Address City State Zip

Employment History

Please list all part-time and full-time positions, giving present or last position first. (Use an additional sheet of paper if necessary.)

Dates Worked	From	To	May this employer be contacted at this time for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer's Name			Employer's Telephone Number		
Employer's Address					
Annual Starting Salary		Final Salary		Supervisor's Name and Title	
Your Job Title					
Reason for Leaving					

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Employer's Name			Employer's Telephone Number		
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Employer's Address					
Annual Starting Salary		Final Salary		Supervisor's Name and Title	
Your Job Title					
Reason for Leaving					

Account for all periods of unemployment in excess of three months:

References

List below four individuals (not relatives) who know your character, ability, and experience, of which at least two are business references. If you have supervisory experience, please list one direct report reference (reported to you).

Name	Relationship	Address	Telephone Number

This application is not a contract of employment between LPB and any person.

I understand that any employment or offer of employment will be subject to:

- Satisfactory verification of all job qualifications, which may include academic credentials; licenses; professional designations; and credit, criminal, and employment history, and that LPB may obtain or have prepared a consumer report in this regard. I understand that upon written request, I will be informed of the name and address of the agency providing any consumer report that LPB may obtain.
- Satisfactory attestation and substantiating documentation that I am legally authorized to work in the United States in accordance with the Immigration Reform and Control Act of 1986.

I authorize LPB, or their authorized agent, to contact any of my institutions, references, former employer(s), and/or anyone in order to verify the facts furnished regarding my background and qualifications. I hereby release LPB and any such person from liability or claims of any nature in connection with the furnishing of such information.

I agree that if employment is obtained under this application, I will comply with all policies and procedures of LPB. Furthermore, I understand that employment with LPB is at will for no definite period, and may be terminated by me or LPB at any time for any reason not specifically prohibited by law. I understand that no representative of LPB has the authority to make any assurances to the contrary except the President of LPB in a signed, written document.

I also understand that I will be terminated if I fail to make the required attestations or submit the necessary documentation according to the Immigration Reform and Control Act of 1986, or if it is determined that I am not authorized to work in the United States.

I certify that I have read the above information and have answered all questions completely and accurately. Any misrepresentation of facts on the employment application is sufficient cause for rejection of my application or dismissal at any time during the period of employment.

Signature

Date

Lindsay Pope Brayfield & Associates is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, marital or veterans status, national origin, disability, obligation to serve in the armed forces of the U.S., or any other characteristic protected by applicable federal, state, or local laws. Reasonable accommodation will be made for qualified individuals with a disability, where such accommodations will not impose an undue hardship during the application process and on the job.