

LPBC Employment Application

To Applicant: Your interest in employment with Lindsay Pope Brayfield Clifford & 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 code

Email Address

Home Number

Mobile Number

Work Number

General Information

Position Applied For

Date Available

Salary Requirements

Are you 18 years of age or older? Yes No

Are you a United States citizen or otherwise legally authorized to work in the United States? Yes No

Have you been convicted of a misdemeanor or felony? If yes, Explain Yes No

List any other acquaintances or relatives employed by LPBC and their relationship to you

Have you ever been employed by LPBC before? Yes No

Have you ever applied for employment with LPBC before? Yes No

How did you learn of the position? _____

Specialized Skills

Software Experience - Application and Version

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
Graduate Program Name _____ Location _____				
College Name _____ Location _____				
High School 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

Rank or rating up 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 code

Employment History

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

Dates Worked From/To

May this Employer be contacted for a reference?

Yes No

Employer's Name

Employer's Telephone Number

Employer's Address

Your Job Title

Supervisor's Name and Title

Reason for Leaving

Dates Worked From/To

May this Employer be contacted for a reference?

Yes No

Employer's Name

Employer's Telephone Number

Employer's Address

Your Job Title

Supervisor's Name and Title

Reason for Leaving

Dates Worked From/To

May this Employer be contacted for a reference?

Yes No

Employer's Name

Employer's Telephone Number

Employer's Address

Your Job Title

Supervisor's Name and Title

Reason for Leaving

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 LPBC 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 LPBC may obtain or have prepared a consumer report in the regard. I understand that upon written request, I will be informed of the name and address of the agency providing any consumer report that LPBC may obtain.
- ◆ Satisfactory attestation and substantiating documentation that I am legally authorized to work in the United States in accordance with Immigration Reform and Control Act of 1986.

I authorize LPBC, 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 LPBC 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 LPBC. Furthermore, I understand that employment with LPBC is at will for no definite period, and may be terminated by me or LPBC at any time for any reason not specifically prohibited by law. I understand that no representative of LPBC has the authority to make any assurances to the contrary except the President of LPBC 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 rejections of my application or dismissal at any time during the period of employment.

Signature

Date