

LB HOMES

Human Resources • 824 S. Sheridan St • Fergus Falls, MN 56537 • (218) 998-7300

LB ALCOTT MANOR · LB BROEN HOME · LB CONNECT · LB HOME CARE · LB HOSPICE
LB SHERIDAN HOUSE · LB SHORT STAY · LB WOODLAND LODGE

DATE: _____

EMPLOYMENT APPLICATION

LB Homes provides equal employment opportunities without regard to race, color, sex, religion, national origin, handicap, age, disability, or any other reason protected by law.

Please read carefully, answer all questions; print clearly in ink. If any additional space is required, attach additional paper. Management and professional applicants must attach a resume.

PERSONAL

LAST NAME		FIRST		MIDDLE	
HOME ADDRESS:	STREET	APT.	CITY	STATE	ZIP CODE
PHONE NUMBER(S):	Have you ever applied for employment or worked for us before? <input type="checkbox"/> Yes <input type="checkbox"/> No			Position: _____	
E-mail:		If yes, dates: _____ to _____			
Are you 16 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			

How did you learn of this job opening? (Check one)

Employee Referral* LB Homes Website Social Media Newspaper Job Service Walk In
 Online Search Site College / Trade School Other (Explain)

*If Employee Referral, please list the name of the LB Homes employee who referred you:

EMPLOYMENT INTERESTS

POSITION(S) DESIRED:	WORKSITES	FIRST CHOICE	SECOND CHOICE	DATE AVAILABLE		
Work Hours/Shift Preferred:	FULL TIME <input type="checkbox"/> Yes <input type="checkbox"/> No	PART TIME <input type="checkbox"/> Yes <input type="checkbox"/> No	DAYS <input type="checkbox"/> Yes <input type="checkbox"/> No	EVENINGS <input type="checkbox"/> Yes <input type="checkbox"/> No	NIGHTS <input type="checkbox"/> Yes <input type="checkbox"/> No	WEEKENDS <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATIONAL RECORD

Circle Highest Grade Completed: Grade School & High School College or Grad School
1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6

Name, City and State of Schools Attended	Major Field	Degree
Last High School		
Last College/University		
Last Technical or Vocational School		

List courses in which you are now enrolled:

PROFESSIONAL LICENSES / CERTIFICATES

TYPE	STATE ISSUED	DATE EXPIRES	LICENSE NUMBER
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Please list job-related and professional organization memberships:

WORK EXPERIENCE

What other name(s)
 May we contact your present employer: _____ have you worked under?

List your last or present employer first (including volunteer experience) and account for any gaps in work history that do not pertain to pregnancy, child care or disability.

EMPLOYER	EMPLOYED FROM:	MO.	YR.	TO	MO.	YR.
ADDRESS	STREET	CITY	STATE	PHONE		
POSITION TITLE	SALARY		STARTING	FINAL		
SUPERVISOR'S NAME AND TITLE			PERSON(S) WE MAY CONTACT FOR REFERENCE			
BRIEFLY DESCRIBE YOUR DUTIES						
REASON FOR LEAVING						

EMPLOYER	EMPLOYED FROM:	MO.	YR.	TO	MO.	YR.
ADDRESS	STREET	CITY	STATE	PHONE		
POSITION TITLE	SALARY		STARTING	FINAL		
SUPERVISOR'S NAME AND TITLE			PERSON(S) WE MAY CONTACT FOR REFERENCE			
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SUPERVISOR'S NAME AND TITLE			PERSON(S) WE MAY CONTACT FOR REFERENCE			
BRIEFLY DESCRIBE YOUR DUTIES						
REASON FOR LEAVING						

This employer is subject to Sections 503 and 504 of the Rehabilitation Act of 1973. If you have a handicap, are a disabled veteran or veteran of the Vietnam era, and would like to be considered under our Affirmative Action program, please tell us. Information is voluntary and will be kept in confidence.

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION FORM:

I certify that all the information provided on this application or attached resume is true, correct and complete.

I authorize investigation of all statements contained in this application blank if I am considered for employment. I also authorize previous employers named, or any other person or persons whom LB Homes may contact, to give any and all information regarding my employment history together with any other pertinent information.

I understand that misrepresentation or omission of the facts requested, the receipt of unsatisfactory references, or any evidence which reveals that I cannot perform the essential functions of my job with or without reasonable accommodation will be a sufficient reason for refusal to hire or termination from LB Homes.

In the absence of a written contract of employment, employment by LB Homes is employment at the will of each party. The employment relationship may be terminated at any time at the sole discretion of the employee or LB Homes.

SIGNATURE _____

DATE _____