



# Employment Application

## Legacy Center, LLC is an equal opportunity employer



Legacy Center, LLC (hereinafter LC) considers all applicants for all positions without regard to race, color, religion, sex, citizenship status, national origin, age, marital status, sexual orientation, physical or mental disability, military status or any other basis upon which discrimination is prohibited by federal, state, and/or local law. No question on the application is intended to secure information to be used for such discrimination. LC requires a background check as part of the hiring process. A resume is not a substitute for a signed application. Please complete the application in its entirety and email it to [kwinningham@legacycentermichigan.com](mailto:kwinningham@legacycentermichigan.com)

LAST NAME:	FIRST NAME:	MI	Preferred Start Date:																																				
Street Address:			Position(s) Applying For: 1  2																																				
City	State	Zip	Pay desired:																																				
Phone  Cell phone:  Email: (Required)			Availability for work (circle any that you will accept):  Full time    Part time    Temp/Seasonal  Are there any days or shifts you will NOT be able to work?																																				
Are you legally eligible for employment in the USA? (Proof will be required if hired)			<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: right;">Yes</td> <td style="width: 50%; text-align: left;">No</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td colspan="2"></td> <td>Are you at least 18 years old?</td> <td>Yes</td> <td>No</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Are you at least 25 years old?</td> <td>Yes</td> <td>No</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Have you previously been employed at LC?</td> <td>Yes</td> <td>No</td> <td></td> </tr> <tr> <td colspan="2"></td> <td colspan="4">If yes, where and when: _____</td> </tr> <tr> <td colspan="2"></td> <td colspan="4">Reason for leaving:</td> </tr> </table>	Yes	No							Are you at least 18 years old?	Yes	No				Are you at least 25 years old?	Yes	No				Have you previously been employed at LC?	Yes	No				If yes, where and when: _____						Reason for leaving:			
Yes	No																																						
		Are you at least 18 years old?	Yes	No																																			
		Are you at least 25 years old?	Yes	No																																			
		Have you previously been employed at LC?	Yes	No																																			
		If yes, where and when: _____																																					
		Reason for leaving:																																					
<b>REFERRAL SOURCE (check all that apply)</b>																																							
EMPLOYEE REFERRAL Specify:	SCHOOL/COLLEGE Specify:	INDUSTRY ORGANIZATION Specify:																																					
ADVERTISEMENT Specify:	WALK-IN LOCATION Specify:	OTHER Specify:																																					
<b>EDUCATION</b>																																							
NAME OF SCHOOL:	MAJOR:	GRADUATED:																																					
Undergraduate College:		Yes	No																																				
Graduate College:		Yes	No																																				
Other (Specify):		Yes	No																																				
List any other spoken languages, special courses, office skills, typing speed, experiences or qualifications which you feel would have a bearing on the job you are applying for:																																							
<b>CERTIFICATION (list type of certification)</b>																																							
(1)	(2)	(3)																																					

**PREVIOUS EMPLOYMENT HISTORY**

List below all present and previous employment, beginning with your most recent. Please complete below even if information is available on your resume.

<b>1. Company Name:</b>	<b>2. Company Name:</b>
Street Address: _____ City, State, Zip _____	Street Address: _____ City, State, Zip _____
Phone: _____	Phone: _____
From _____ to _____ Rate of Pay _____ MONTH YEAR MONTH YEAR	From _____ to _____ Rate of Pay _____ MONTH YEAR MONTH YEAR
Position(s) Held: _____	Position(s) Held: _____
Duties: _____	Duties: _____
Reason for Leaving: _____	Reason for Leaving: _____
Name of Supervisor: _____ Title: _____	Name of Supervisor: _____ Title: _____
<b>3. Company Name:</b>	<b>4. Company Name:</b>
Street Address: _____ City, State, Zip _____	Street Address: _____ City, State, Zip _____
Phone: _____	Phone: _____
From _____ to _____ Rate of Pay _____ MONTH YEAR MONTH YEAR	From _____ to _____ Rate of Pay _____ MONTH YEAR MONTH YEAR
Position(s) Held: _____	Position(s) Held: _____
Duties: _____	Duties: _____
Reason for Leaving: _____	Reason for Leaving: _____
Name of Supervisor: _____ Title: _____	Name of Supervisor: _____ Title: _____

May we contact the employers listed above?    Yes    No												
If not, indicate which one(s) you do not wish for us to contact and why? _____ _____												
Please add <b>TWO</b> additional professional references:												
<table style="width:100%; border: none;"> <tr> <td style="width:33%; border-bottom: 1px solid black;">(Name)</td> <td style="width:33%; border-bottom: 1px solid black;">(Title)</td> <td style="width:33%; border-bottom: 1px solid black;">(Phone)</td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">(Name)</td> <td style="border-bottom: 1px solid black;">(Title)</td> <td style="border-bottom: 1px solid black;">(Phone)</td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> </table>	(Name)	(Title)	(Phone)				(Name)	(Title)	(Phone)			
(Name)	(Title)	(Phone)										
(Name)	(Title)	(Phone)										

**CONVICTION RECORD**

Have you ever been convicted of a felony or misdemeanor, pled guilty or no contest, or received deferred adjudication of a felony?    Yes    No
If yes, please explain: Please note: do not include arrests or detentions that did not result in a conviction or a plea. Conviction will not necessarily disqualify an applicant from employment. Consideration will be given to the nature of the crime, the amount of time since the criminal conviction, your employment history, the relationship between the job being applied for and the offense, and any other circumstances or information that would pertain to your employment and the safe and efficient operation of the business. NOTE: Under Illinois, Delaware, and Maryland law, an applicant is not obliged to disclose sealed or expunged records of conviction or arrest.

**Applicant Statement and Signature**

I certify that all information I have provided in order to apply for and secure work with Legacy Center, LLC is true, complete and correct. I understand that my information provided by me that is found to be false, incomplete, or misrepresented in my respect will be sufficient cause to (I) cancel further consideration of this application, or (II) immediately discharge me from the employer's service whenever it is discovered. I understand that if I am hired my employment shall be considered "at will" and may be terminated by this company at any time without liability for wages or salary except for such as may have been earned at the date of such termination unless or until super ceded by specific written employment contract. I also understand that nothing in this application should be considered as an offer of employment by LC. I acknowledge that if I need reasonable accommodation in either the application process or employment, I should bring it to the attention of Human Resources. Confidential Material and Property of Legacy Center, LLC.	
Date	Signature