

# Libby's Clean & Shine

Fax: 704-439-3952 -- E-Mail:  
lcsemployeeapp@hotmail.com

## APPLICATION FOR EMPLOYMENT

### EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, creed, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, and any other legally protected status. It is our policy to abide by all Federal, State, and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

PERSONAL INFORMATION		PLEASE PRINT ALL INFORMATION REQUESTED		EXCEPT SIGNATURE	
Name (Last, First, Middle Initial)			Date of application		
Address		City	State	Zip Code	
Phone	E-Mail Address		Social Security Number		
Date available to start	Employment desired ( Circle One ) ( Full Time ) OR ( Part Time )		Position applied for		
Are you a citizen of the United States ? ( Circle One ) ( YES ) OR ( NO ) If no, are you authorized to work in the U.S ? ( Circle One ) ( YES ) OR ( NO )					
Have you ever worked for this company before ? ( Circle One ) ( YES ) OR ( NO ) If so, when ?					
Have you ever applied to this company before ? ( Circle One ) ( YES ) OR ( NO ) If so, when ?					
Are you employed ? ( Circle One ) ( YES ) OR ( NO ) If no, explain					
How long at present address ?		Valid Drivers License Number and State ( If applicable )		Hourly wage expected	
Have you ever been convicted of any law violation ( other than a minor traffic violation ) ? A Yes answer does not automatically disqualify you from employment since the nature, date, and job you are applying for will be considered.		Explain here			
( Circle One ) ( YES ) OR ( NO ) If Yes, Explain					

### EDUCATION AND TRAINING

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE ?	LAST YEAR
HIGH SCHOOL				( Circle One ) ( YES ) OR ( NO )	
COLLEGE OR UNIVERSITY				( Circle One ) ( YES ) OR ( NO )	
COLLEGE OR UNIVERSITY				( Circle One ) ( YES ) OR ( NO )	
TRADE SCHOOL				( Circle One ) ( YES ) OR ( NO )	
APPRENTICE SCHOOL				( Circle One ) ( YES ) OR ( NO )	

List any other education, training, special skills or certificates / licenses that you possess :

List any machines or equipment that you are qualified and experienced at:

<b>EXPERIENCE</b>	<b>LIST PRESENT AND FORMER EMPLOYERS BEGINNING WITH MOST RECENT.</b>
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Company Name			Phone number		
Address			Supervisor name		
City		State	Zip Code		Job title
Starting salary	Ending salary	Responsibilities			
Starting date	Ending date	Employed ( Circle One ) ( FULL - TIME ) OR ( PART - TIME )			
Reason for leaving					

Company Name			Phone number		
Address			Supervisor name		
City		State	Zip Code		Job title
Starting salary	Ending salary	Responsibilities			
Starting date	Ending date	Employed ( Circle One ) ( FULL - TIME ) OR ( PART - TIME )			
Reason for leaving					

Company Name			Phone number		
Address			Supervisor name		
City		State	Zip Code		Job title
Starting salary	Ending salary	Responsibilities			
Starting date	Ending date	Employed ( Circle One ) ( FULL - TIME ) OR ( PART - TIME )			
Reason for leaving					

<b>GENERAL</b>	<b>SKILLS AND QUALIFICATIONS</b>
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Have you had any other experiences or qualifications in addition to those indicated above which relate to the job for which you are applying ? ( Include any foreign language knowledge. ) If so, please describe :	
U.S. MILITARY OR NAVAL SERVICE	RANK

**REFERENCES LIST BUSINESS PERSONS KNOWN, BUT NOT RELATED TO YOU, OTHER THAN LISTED ABOVE.**

Company Name				Phone number	
Address Code		City	State	Zip	Full name
Title		Years Known		Relationship	

Company Name				Phone number	
Address Code		City	State	Zip	Full name
Title		Years Known		Relationship	

Company Name				Phone number	
Address Code		City	State	Zip	Full name
Title		Years Known		Relationship	

**ADDITIONAL EMPLOYMENT RELATED INFORMATION**

List any relatives or friends working for us at this time.

Full Name				Relationship	
Full Name				Relationship	

Are you able to perform the job(s) for which you are applying ?  YES  NO

Can you verify your legal rights to work in the U.S. by providing a birth certificate, proof of U.S. citizenship, or by some other means ?  YES  NO

If you are under 18 can you furnish a work permit ?  YES  NO

**LIST PREVIOUS ADDRESSES DURING THE LAST FIVE YEARS**

Address Code		City	State	Zip	FROM	TO
Address Code		City	State	Zip	FROM	TO
Address Code		City	State	Zip	FROM	TO

**AUTHORIZATION AND SIGNATURE -- PLEASE READ CAREFULLY BEFORE SIGNING.**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if falsified statements on this application or interview shall be grounds for dismissal. I authorize investigation of all statement contained herein and the reference and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. I also understand that Libby's Clean Shine requires a background check on all perspective employees.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_