



## Employment Application

**Legacy Center, LLC is an equal opportunity employer**



Legacy Center (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 kahrens@legacycentermichigan.com

### PERSONAL INFORMATION

Last Name:	First Name:	MI	Preferred Start Date:
Street Address:			Position(s) Applying For: 1) 2)
City	State	Zip	Pay Desired:
Phone:	Availability for work (circle all that apply) Full time    Part Time    Temp/Seasonal		
Cell Phone:	Are there any days or shifts you will NOT be able to work?		
Email (Required):			
Are you legally eligible for employment in the USA? (Proof will be required if hired)		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:

### REFERRAL SOURCE (Check all that apply)

EMPLOYEE REFERRAL Specify:	SCHOOL/COLLEGE Specify:	INDUSTRY ORGANIZATION Specify:
ADVERTISEMENT Specify:	WALK-IN LOCATION Specify:	OTHER Specify:

### EDUCATION

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 bearing on the job you are applying for:

### CERTIFICATION (List type of certification)

1)	2)	3)
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**PREVIOUS EMPLOYMENT HISTORY**

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

1. Company Name:		1. Company Name:	
Street Address:	City, State, Zip:	Street Address:	City, State, Zip:
Phone:		Phone:	
From	to	Rate of Pay	
MONTH	MONTH		
Position(s) Held:		Position(s) Held:	
Duties:		Duties:	
Reason for Leaving:		Reason for Leaving:	
Name of Supervisor:		Name of Supervisor:	
1. Company Name:		1. Company Name:	
Street Address:	City, State, Zip:	Street Address:	City, State, Zip:
Phone:		Phone:	
From	to	Rate of Pay	
MONTH	MONTH		
Position(s) Held:		Position(s) Held:	
Duties:		Duties:	
Reason for Leaving:		Reason for Leaving:	
Name of Supervisor:		Name of Supervisor:	

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 TWO additional professional resources:

(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 of 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 a 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 (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 many 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 Legacy Center, LLC. 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:
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