

LJP ENTERPRISES, INC.
APPLICATION FOR EMPLOYMENT



LJP Enterprises, Inc.
 Human Resources
 2160 Ringhofer Drive
 North Mankato, MN 56003
 Phone: 507.385.3423
 Fax: 507.388.6946

[Please Print]

POSITION _____ APPLICATION DATE _____

NAME _____
 (Last) (First) (Middle)

ADDRESS _____
 (Street) (City) (State) (Zip Code)

DRIVER'S LICENSE NUMBER _____ STATE _____

PHONES: Home () _____ Work () _____ Cell () _____

E-MAIL ADDRESS _____

BEST TIME TO CALL HOME NUMBER _____

MAY WE CONTACT YOU AT WORK? _____ IF SO, BEST TIME TO CALL _____

Additional Information: Yes No

If you are under 18, can you furnish a work permit?		
Have you filed an application with LJP Enterprises before?		
If yes, please list dates...		
Have you ever been employed with LJP Enterprises before?		
If yes, dates: From _____ to _____		
Are you legally eligible for employment in this country? (Proof of U. S. Citizenship or Immigration status will be required upon employment)		
Date available for work:		
Type of Employment Desired: ___ Full Time ___ Part Time ___ Temporary ___ Seasonal ___ Weekends		
Are you on a lay-off and subject to recall?		
Will you travel if required?		
If required by the employer, will you undergo a pre-employment physical?		
If required by the employer, will you undergo a drug and alcohol test?		
Have you ever been bonded?		

PLEASE TELL US WHERE YOU LEARNED ABOUT THIS POSITION OPENING

- MN Works Website
 LJP Website
 Home Magazine
 Mankato Free Press
 New Ulm Journal
 St. Peter Herald/Shopper
 Owatonna People's Press
 LeSueur News-Herald
 LeCenter Leader
 Other Publication _____
 Other Website _____
 LJP Employee _____
 Another Source _____

EMPLOYMENT HISTORY

List your last three (3) employers, assignments or volunteer activities starting with the most recent, including military experience. Explain any gaps in employment in the Comments section below.

From:	To:	Employer	Telephone
Job title		Address	
Immediate supervisor/title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Ending salary	May we contact this employer?

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Job title		Address	
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From:	To:	Employer	Telephone
Job title		Address	
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Reason for leaving		Ending salary	May we contact this employer?

COMMENTS (INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT)

EDUCATIONAL BACKGROUND

School	Years Completed	Degree/Diploma	Grade Point Average	Major	Minor

REFERENCES

These should be people in a position to discuss your qualifications for the position you seek. Include especially managers, directors, or supervisors under whom you have worked. Indicate any who are related to you. The LJP Enterprises reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

Name of Reference	Years Known	Address/Email	Telephone

OPTIONAL: List professional, trade, business or civic organizations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status)

Organization	Offices Held

List special accomplishments, publications, awards (exclude information which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status)

List any skill and qualifications or any additional information you would like us to consider.

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

This employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicants' consideration for employment on a basis prohibited by local, state or federal law.

This application is only valid for 60 days and I understand that if I have not been contacted during that time and still wish to be considered for employment, that I must complete a new application for any vacant positions in the future.

Signature of applicant _____ Date _____