



# EMPLOYMENT APPLICATION

12007 Lookout Trail · Centertown, MO 65023 · (573) 584-9611 · www.longfellowsgarden.com

## Personal Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Job Interest

Desired Position: \_\_\_\_\_ (See website for current openings)

Desired Pay: \$\_\_\_\_\_/hour

Why would you like to work here? \_\_\_\_\_

## Availability

Days & Hours Available to Work:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_

Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_ No Preference \_\_\_\_\_

(Ability to work weekends is taken into strong consideration for seasonal employment)

Desired Number of Hours Per Week: \_\_\_\_\_

Do you have any trips/obligations planned at this time? \_\_\_\_\_

## Additional

Do you have a valid driver's license? \_\_\_\_\_ Do you have a Class E license? \_\_\_\_\_

Do you have a reliable means of transportation? \_\_\_\_\_

How did you hear about Longfellow's? \_\_\_\_\_

## Education

High School: \_\_\_\_\_ City: \_\_\_\_\_

Circle Highest Grade Completed: 9 10 11 12 GED Are you still attending? \_\_\_\_\_

College: \_\_\_\_\_ City: \_\_\_\_\_

Degree: \_\_\_\_\_ Start/End Dates: \_\_\_\_\_

Other: \_\_\_\_\_ City: \_\_\_\_\_

Degree: \_\_\_\_\_ Start/End Dates: \_\_\_\_\_

## Employment History

Please account for your last three employers:

If currently employed, may we contact your employer? \_\_\_\_\_

Company Name: \_\_\_\_\_

Position: \_\_\_\_\_ Start/End Dates: \_\_\_\_\_

Phone #: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone #: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone #: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## References

Please provide the names of three people not related to you, whom you have known for at least two years.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company: \_\_\_\_\_ Relationship: \_\_\_\_\_

"I certify that the statements presented are true and complete to the best of my knowledge and understand that, if employed, false or misleading information in the application or interview shall be grounds for dismissal."

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## For Office Use

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_ Hired: Yes \_\_\_\_\_ No \_\_\_\_\_

Position: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Start Date: \_\_\_\_\_