



# Livingston & Haven

DRIVING EFFICIENCY

## Employment Application

**PLEASE PRINT**

				DATE	
LAST NAME (S)		FIRST NAME		MIDDLE INITIAL	
PRESENT ADDRESS			CITY		STATE      ZIP
HOME PHONE	BUSINESS PHONE	BEST TIME TO REACH YOU	OTHER NAMES		REFERRAL SOURCE: News Paper      Internet      Walk-in      Job Fair Friend / Relative      Other _____
FULL TIME	PART TIME	HOURS AVAILABLE		DESIRED STARTING PAY	
DATE AVAILABLE FOR EMPLOYMENT		REGULAR ATTENDENCE IS A REQUIREMENT OF THE JOB. CAN YOU PERFORM THIS JOB REQUIREMENT? Yes      No			

### EDUCATION

Last Level of education completed High School 9 10 11 12      College 1 2 3 4 +      GED		(If Applicable ) Branch of Military and rank From / To ( MO/YR)			
SCHOOLS ATTENDED (High Schools-Trade School- College / Universities)		CITY / STATE	Major Study	Grade Point Average	Did You Graduate?

### GENERAL INFORMATION

HAVE YOU EVER WORKED FOR Livingston & Haven, LLC BEFORE?      YES      NO		IF SO, DATES? FROM      TO			
ARE YOU RELATED TO ANY EMPLOYEE(S) OF Livingston & Haven, LLC?      YES      NO		RELATIONSHIP:		NAME OF CURRENT EMPLOYEE (S)	
IF REQUIRED, DO YOU HAVE A VALID DRIVER'S LICENSE? YES      NO		STATE:	DRIVERS LICENSE #:		
ARE YOU ELIGIBLE TO WORK IN THE US? YES      NO		ARE YOU 18 OR OLDER? YES      NO			IF NOT, WHAT IS YOUR AGE?
PLEASE CHECK IF YOU CAN WORK		SATURDAY      SUNDAY      HOLIDAYS      OVERTIME      NIGHTS      THIRD SHIFT			
HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A ROUTINE TRAFFIC VIOLATION?      YES      NO					
IF YES, GIVE DATE(S) AND TYPE OF OFFENSE:					
POSITION APPLYING FOR:  OTHER _____			NUMBER OF YEARS EXPERENCE IN THE POSITION APPLYING FOR: YEARS:      MONTHS:		

### OFFICE USE ONLY

REVIEWED BY HIRING MANAGER:	DATE	REVIEWED BY HR MANGER:	DATE	DATE RECEIVED BY HR DEPT
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# EMPLOYMENT RECORD

List your most recent position first.

NAME OF PRESENT OR LAST EMPLOYER				STREET ADDRESS		CITY	STATE	ZIP
FROM:		TO:		TELEPHONE	SUPERVISOR			
MO	YR	MO	YR					
POSITION				DUTIES				
STARTING SALARY		LEAVING SALARY		REASON FOR LEAVING				
TYPE OR JOB FULL TIME      PART TIME			WHAT DID YOU LIKE MOST ABOUT THIS JOB?					

NAME OF NEXT PREVIOUS EMPLOYER				STREET ADDRESS		CITY	STATE	ZIP
FROM:		TO:		TELEPHONE	SUPERVISOR			
MO	YR	MO	YR					
POSITION				DUTIES				
STARTING SALARY		LEAVING SALARY		REASON FOR LEAVING				
TYPE OR JOB FULL TIME      PART TIME			WHAT DID YOU LIKE MOST ABOUT THIS JOB?					

NAME OF NEXT PREVIOUS EMPLOYER				STREET ADDRESS		CITY	STATE	ZIP
FROM:		TO:		TELEPHONE	SUPERVISOR			
MO	YR	MO	YR					
POSITION				DUTIES				
STARTING SALARY		LEAVING SALARY		REASON FOR LEAVING				
TYPE OR JOB FULL TIME      PART TIME			WHAT DID YOU LIKE MOST ABOUT THIS JOB?					

NAME OF NEXT PREVIOUS EMPLOYER				STREET ADDRESS		CITY	STATE	ZIP
FROM:		TO:		TELEPHONE	SUPERVISOR			
MO	YR	MO	YR					
POSITION				DUTIES				
STARTING SALARY		LEAVING SALARY		REASON FOR LEAVING				
TYPE OR JOB FULL TIME      PART TIME			WHAT DID YOU LIKE MOST ABOUT THIS JOB?					

IF NEEDED PLEASE ATTACH ANOTHER SHEET OF PAPER WITH THE SAME REQUESTED INFORMATION REGARDING YOUR EMPLOYMENT RECORD

## SKILLS AND EXPERIENCE

Please list any special qualifications, training, education, skills, experience, or fluency in other languages that you feel warrant consideration by the company.

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By signing this application for employment, I certify that I have read and understand all parts of it and certify that all the information provided by me in order to apply for and secure work with Livingston & Haven, LLC is true, complete, and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application or to immediately discharge me from the employer's services.

I authorize Livingston & Haven, LLC and its representatives to investigate my education, employment experience, criminal conviction record, and all other aspects of my background relevant to employment, including all statements made by me in my application for employment. I understand that my undergoing a drug test is a part of the application process. Please note that a positive result will disqualify you from consideration for employment and that a negative result does not guarantee employment. Any applicants not willing to comply with this requirement should not return a completed application form.

I understand that my employment with Livingston & Haven, LLC is for no definite length of time and that my employment may be terminated at any time, with or without cause and with and without notice at the option of Livingston & Haven, LLC or myself. I also understand that no employee or representative of Livingston & Haven, LLC has authority to make an agreement which is contrary to the foregoing.

I understand that the application remains current for 90 days. At the conclusion of that time, if I have not heard from Livingston & Haven, LLC and still wish to be considered for employment, it will be necessary for me to reapply and complete a new application.

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