



**APPLICATION FOR EMPLOYMENT  
SHADY LANE, INC.**

Date \_\_\_\_\_

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_ Are you 18 years of age or older: Yes \_\_\_\_\_ No \_\_\_\_\_

How did you learn of Shady Lane, Inc.? If recommended by an employee of Shady Lane, Inc. please give name; also indicate previous employment with us or date(s) or prior application, if applicable.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of any crime other than a minor traffic violation, or are you currently facing any criminal charges? Yes \_\_\_\_\_ No \_\_\_\_\_  
A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question, in accordance with applicable law.

If yes is answered to the question, explain: \_\_\_\_\_

If hired, can you give written evidence of your right to work in the USA as required by applicable law Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYMENT DESIRED:**

Position applied for: \_\_\_\_\_



**Former Employers:**

List below your work experience, starting with your present or last place of employment:

From	Employer	Phone	Wage
To	Supervisor	Position	Reason for Leaving

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From	Employer	Phone	Wage
To	Supervisor	Position	Reason for Leaving

=====

From	Employer	Phone	Wage
To	Supervisor	Position	Reason for Leaving

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Have you ever been disciplined or fired? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

May we contact you present employer at this time? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

List any additional information, qualification, accomplishment's, special skills, etc. that you feel may be helpful to us in considering your application:

\_\_\_\_\_  
\_\_\_\_\_

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I understand that:

1. Any employment by Shady Lane Inc. will be on an "at will" basis. "At will" means that Shady Lane, Inc. may terminate my employment at any time, for any reason, with or without notice. I understand that, if I am hired, I may similarly terminate my employment at any time, for any reason, with or without notice.
2. This statement services as my declaration that the above information is complete and true to the best of my knowledge. I understand that discovery of any material misrepresentation or elaborate omission of a fact in my application may be justification for refusal of, or if employed immediate termination of my employment.
3. I authorize Shady Lane, Inc. to contact any/or all of my references and prior employers for full information. It is my understanding that Shady Lane, Inc. may make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigations and the giving and receiving of any information requested by Shady Lane, Inc. and I release from liability any person giving or receiving any such information. I understand that falsification of data investigation may prevent my being hired, or if hired, may subject me to immediate termination of employment. I understand that Shady Lane, Inc. performs arrest and conviction checks.
4. I agree that Shady Lane, Inc. at any time without liability may terminate my employment for wages or salary except such as may have been earned at the date of such termination. If requested by management at any time, I agree to submit to search of my person or of any locker that may be assigned to me, and I hereby waive all claims for damages on account of such examination. I understand that I may be required to take a physical examination, at Shady Lane, Inc.'s request by a physician of Shady Lane, Inc.'s choice at any time to determine if I am physically fit for the job I am to perform, and I authorize the examining physician, hospital or clinic to disclose to Shady Lane, Inc. or an authorized agent of Shady Lane, Inc., any information which may be necessary to determine my ability to perform the duties of the job.
5. Although management makes every effort to accommodate individual preferences, business needs may at time make the following conditions mandatory: overtime, shift work, a rotating work schedule, or fill-in work. Also, it is understood that unless otherwise informed, weekend work is a job requirement.

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Signature

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Date

## **ABUSE VERIFICATION FORM**

It is the policy of Shady Lane, Inc., in accordance with federal regulations to prohibit the employment of individuals who have a documented history of conviction of child or resident abuse, neglect or exploitation.

I verify that I, \_\_\_\_\_, (do / do not) have a documented history of conviction of child or resident abuse, neglect or exploitation. Furthermore, I authorize Shady Lane, Inc. to investigate my previous employers, personal references, and any applicable legal records for verification of the above. I understand that should a documented history or conviction of such abuse be found, employment may be denied or if employed, immediate termination may result.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

This Abuse Verification Form will be maintained with your completed application for employment form. If hired, this will remain a permanent document in your personnel file.

# **SUBSTANCE CONTROL POLICY**

It is the policy of Shady Lane to establish and maintain a working environment free of the presence of influence of drugs and alcohol.

Occupational Health will obtain samples as necessary to screen for the presence of controlled substances. Each applicant must authorize the results of the test to be made available to Shady Lane Inc.

## **PRE-EMPLOYMENT SCREENING AUTHORIZATION**

I authorize the results of my substance-screening test conducted by an independent laboratory selected by the Occupational Health to be made available to Shady Lane, Inc. Further, Shady Lane will not disclose the test results to any outside party, unless compelled to do so by the law or court order. I understand that if the test results indicate the use of an unauthorized substance, I will be disqualified for employment with Shady Lane, Inc.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date