



Employment Application

Date of Application: _____

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Personal Information

Last Name: _____

First Name: _____ Middle Name: _____

Other Name(s) Used: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Do you have a driver's license? Yes No

Driver's license number: _____ Driver's license state of issue: _____

Employment Position Desired

Position Applied For: _____ Date you can start: _____

How did you hear about this job opening? _____

Desired starting wage: _____

Have you ever interviewed with Leede Research before? Yes No

If yes, list date(s) and title(s): _____

Have you ever been employed by Leede Research? Yes No

If yes, list date(s) and title(s): _____

Please list any applicable skills that make you a desirable candidate for this position:

Availability

We currently offer the following two recruiting shifts in our call center. Please write yes or no in the appropriate boxes to let us know what your availability would be for the call center.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Shift 10:00 am – 3:00 pm					
Evening Shift 4:00 pm – 8:00 pm					

If hired, are you willing to work evening shifts? Yes No

How many total hours can you work per week? _____

General

Yes No Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.)

Yes No Have you ever been convicted of a felony? (This will not necessarily affect your application.)

If yes, please explain below the number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

Yes No Would you be willing to take a drug test when and if requested?

Yes No Do you consent to a background check? The background check may contain information regarding your criminal history and/or motor vehicle records, and may also contain other background information about you.

Yes No Would you like a copy of your background check if one is obtained by Leede Research?

Yes No Do you have a reliable means of transportation?

Yes No Are you willing to travel for work (within the Twin Cities)?

Employment History

Please tell us about your most recent or current employer.

Are you currently employed right now? Yes No

Company Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Date Started: _____ Starting Wage: _____ Starting Position: _____

Date Ended: _____ Ended Wage: _____ Ending Position: _____

Is this a temporary, part-time, or full-time position? Temporary Part-time Full-time

Name of Supervisor: _____ May we contact? Yes No

Responsibilities:

Reason for leaving: _____

References

Please list three personal or professional references, not related to you, who have known you for more than one year.

	Name:	Phone Number:	How they know you:	Years known:
1				
2				
3				

Signature

Please Read Before Signing:

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

I authorize my previous employers or persons listed as references to give any information regarding employment. I agree that this company and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this company, I will comply with all rules and regulations as set by the company in any communication distributed to the employees.

In compliance with the Fair Credit Reporting Act and additional state laws, I hereby authorize the obtaining of “consumer reports” about me by Leede Research at any time during the hiring process and throughout my employment, if applicable. I understand I have a right, upon written request, to receive a complete and accurate disclosure of the nature and scope of any consumer report by contacting the consumer reporting agency and the consumer reporting agency must make this disclosure within five days of receipt of my request or Leede’s request for the report, whichever is later. I agree that a facsimile (“fax”), electronic or photographic copy of this authorization shall be as valid as the original.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide approved documentation to the company that verifies my right to work in the United States on the first day of employment.

I understand that employment at this company is “at will,” which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

Signature: _____ Date: _____