

# Employment Application

**We are an Equal Opportunity Employer**

*We Do Not Discriminate on the Basis of Race, Color, Sex, Age, Religion, Creed, Ancestry, National Origin, Disabilities or Handicapping Conditions, Marital Status, or Sexual Orientation*

**PERSONAL INFORMATION**

|                       |                   |                       |                               |
|-----------------------|-------------------|-----------------------|-------------------------------|
| <b>LEGAL NAME</b>     | (Last)            | (First)               | (Middle)                      |
| <b>ADDRESS</b>        | (Street)          | (City)                | (State) (Zip)                 |
| <b>E-MAIL ADDRESS</b> | <b>HOME PHONE</b> | <b>CELLULAR PHONE</b> | <b>SOCIAL SECURITY NUMBER</b> |

|                                                                                                                                                                  |                                        |                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------|
| <b>Are you at least 18 years of age?</b>                                                                                                                         | <u>Yes</u><br><input type="checkbox"/> | <u>No</u><br><input type="checkbox"/> |
| <b>Have you ever applied for a position or worked for Lyon Financial?</b> If Yes, when? _____                                                                    | <input type="checkbox"/>               | <input type="checkbox"/>              |
| In what position? _____                                                                                                                                          |                                        |                                       |
| <b>If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?</b>                                | <input type="checkbox"/>               | <input type="checkbox"/>              |
| <b>Do you have any friends or relatives working for Lyon Financial?</b> If Yes, state name(s) and relationship<br>_____                                          | <input type="checkbox"/>               | <input type="checkbox"/>              |
| <b>If this is a position which requires you to drive, do you have a valid drivers' license?</b><br>_____                                                         | <input type="checkbox"/>               | <input type="checkbox"/>              |
| <b>Are you currently employed?</b><br>If Yes, may we contact your current employer?                                                                              | <input type="checkbox"/>               | <input type="checkbox"/>              |
| <b>Are you able to perform the essential functions of the job for which you are applying?</b> If No, describe the function(s) that cannot be performed:<br>_____ | <input type="checkbox"/>               | <input type="checkbox"/>              |

*Note: Lyon Financial complies with the American with Disabilities Act (ADA) and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.*

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## EMPLOYMENT DESIRED

Are you applying for:

- Full-Time Work** (30 +hrs/wk)  
 **Part-Time Work** (less than 30 hrs/wk)  
 **Per Diem** (as needed)  
 **Temporary**

If applying for Temporary work, during what period of time will you be available? From \_\_\_\_\_ to \_\_\_\_\_

If hired, on what date can you start work? \_\_\_\_\_

Salary Desired: \$ \_\_\_\_\_

What days and hours are you available for work?

Days:  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Hours: \_\_\_\_\_

Are you able to work overtime, if necessary?  Yes  No

How did you hear about Lyon Financial?

- Lyon Financial Employee (list name) \_\_\_\_\_  
 Newspaper  Online Job Posting  Temporary Agency  
 Other (please specify) \_\_\_\_\_

## EDUCATION, TRAINING, & EXPERIENCE

| <u>Education</u>            | <u>Name &amp; Address</u> | <u># of Years Completed</u> | <u>Graduate</u>                                             | <u>Degrees/Certificates Earned</u> |
|-----------------------------|---------------------------|-----------------------------|-------------------------------------------------------------|------------------------------------|
| High School                 |                           |                             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |
| College                     |                           |                             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |
| Graduate School             |                           |                             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |
| Trade (Vocational/Military) |                           |                             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |
| Trade (Vocational/Military) |                           |                             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                    |
| Licenses/Certifications     |                           |                             |                                                             |                                    |

Do you have any other experience, training, qualifications, or skills which you feel make you especially suited for work at Lyon Financial?  Yes  No

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT/MILITARY/VOLUNTEER HISTORY

List the last five (5) jobs you held (start with the most recent employer). Please include military service.

|                         |                         |                      |         |
|-------------------------|-------------------------|----------------------|---------|
| <b>Name of Employer</b> | Started (month & year): | Left (month & year): | Salary: |
| Address:                |                         |                      | Phone:  |
| Supervisor:             | Reason for Leaving:     |                      |         |
| Description of Duties:  |                         |                      |         |
| <b>Name of Employer</b> | Started (month & year): | Left (month & year): | Salary: |
| Address:                |                         |                      | Phone:  |
| Supervisor:             | Reason for Leaving:     |                      |         |
| Description of Duties:  |                         |                      |         |
| <b>Name of Employer</b> | Started (month & year): | Left (month & year): | Salary: |
| Address:                |                         |                      | Phone:  |
| Supervisor:             | Reason for Leaving:     |                      |         |
| Description of Duties:  |                         |                      |         |

# Employment Application

## EMPLOYMENT/MILITARY/VOLUNTEER HISTORY (continued)

|                         |                         |                      |         |
|-------------------------|-------------------------|----------------------|---------|
| <b>Name of Employer</b> | Started (month & year): | Left (month & year): | Salary: |
| Address:                |                         |                      | Phone:  |
| Supervisor:             | Reason for Leaving:     |                      |         |
| Description of Duties:  |                         |                      |         |
| <b>Name of Employer</b> | Started (month & year): | Left (month & year): | Salary: |
| Address:                |                         |                      | Phone:  |
| Supervisor:             | Reason for Leaving:     |                      |         |
| Description of Duties:  |                         |                      |         |

## PROFESSIONAL REFERENCES (Please List Former Supervisors\Managers)

| Name | Address | City | State | Zip | Phone |
|------|---------|------|-------|-----|-------|
| 1.   |         |      |       |     |       |
| 2.   |         |      |       |     |       |
| 3.   |         |      |       |     |       |

## GENERAL INFORMATION/AUTHORIZATION

You understand that the Company may contact your previous employer(s) and you have authorized those employers to disclose to Lyon Financial all records and information pertinent to your employment with us. In addition to authorizing the release of any information regarding your employment, you fully waive any rights or claims you have or may have against your former employer(s), their agents, employees and representatives, as well as other individuals who release information to the Company, and you release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to you.

Job description and compensation will be determined at the time of hire and specified in writing. No Lyon Financial officer or employee is authorized to make verbal promises and you may not rely on any verbal promise at any time.

Your employment is at-will and either you or Lyon Financial may terminate your employment for any reason, with or without cause, at any time.

Should your employment terminate for any reason other than misconduct, you have the right to file for unemployment insurance (UI) benefits.

You represent that all answers given on your employment application are correct. You further understand that information concerning your past record may be sought from your previous employers and other sources. You understand that any falsification or omission of information on the application shall constitute sufficient cause for discharge. In making this application for employment, it is understood that a background investigation may be obtained (unless you refuse consent above) and you hereby release Lyon Financial from any and all liability for obtaining such report and/or conducting such an investigation.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME