

EMPLOYMENT APPLICATION

OFFICE POSITIONS



**MECHANICAL CONTRACTORS AND ENGINEERS
ESTABLISHED 1954**

**LYONS COMPANY, INC.
308 SAMSON STREET
GLASGOW, KENTUCKY 42141
PHONE: 270-651-2733**

LYONS COMPANY, INC.

APPLICATION FOR EMPLOYMENT

Please print all information except signature.

We are an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, or disability.

PERSONAL INFORMATION

Name _____ Phone # _____ Circle: Home OR Cell

Do you have a valid Driver's License? _____ E-mail Address _____

Please list below your current address and your most recent previous address:

Current Address _____ City, State, Zip _____ Since (Mo/Yr) _____

Previous Address _____ City, State, Zip _____ Since (Mo/Yr) _____

EDUCATION

HIGH SCHOOL ATTENDED _____ City, State _____

Did you earn a diploma? _____ If not a high school graduate, do you have a G.E.D.? _____

COLLEGE ATTENDED _____ City, State _____

Number of years completed _____ Did you graduate? _____ Type of degree _____

VOCATIONAL, TRADE, OR BUSINESS SCHOOL ATTENDED _____

City, State _____ Course of study _____

Degree/Certificate/Diploma Attained _____

GENERAL INFORMATION

Name of any relative now or previously employed by this company _____

Who referred you to this company? _____

Have you ever been discharged or asked to resign from any position? Yes No If "yes", please explain.

Are you employed now? Yes No If so, may we contact your present employer? Yes No

Have you ever applied to this company? Yes No If so, when? _____

Have you ever been employed here before? Yes No If so, when? _____

Are you at least 18 years of age? Yes No Are you legally eligible to work in the U.S.? Yes No

Will you work overtime when necessary? Yes No

Can you be away from home overnight if a job requires it? Yes No

Do you have a reliable source to get to work? Yes No

Are you on lay-off subject to recall? Yes No Please explain _____

Have you ever been convicted of a felony? Yes No

If "Yes", please explain. (Such conviction may be relevant if job related, but does not bar you from employment.)

EMPLOYMENT HISTORY

COMPLETE ALL BLANKS. Must be filled out completely before interview. PLEASE EXPLAIN ANY GAPS OR BREAKS IN EMPLOYMENT HISTORY, and do not refer to resume.

CURRENT OR MOST RECENT EMPLOYER _____ Supervisor _____
City _____ State _____ Zip _____ Phone # _____
Position Held _____ (Mo/Yr to Mo/Yr): ____/____ to ____/____ Pay Rate Upon Leaving _____
Reason for Leaving _____

PREVIOUS EMPLOYER _____ Supervisor _____
City _____ State _____ Zip _____ Phone # _____
Position Held _____ (Mo/Yr to Mo/Yr): ____/____ to ____/____ Pay Rate Upon Leaving _____
Reason for Leaving _____

PREVIOUS EMPLOYER _____ Supervisor _____
City _____ State _____ Zip _____ Phone # _____
Position Held _____ (Mo/Yr to Mo/Yr): ____/____ to ____/____ Pay Rate Upon Leaving _____
Reason for Leaving _____

PREVIOUS EMPLOYER _____ Supervisor _____
City _____ State _____ Zip _____ Phone # _____
Position Held _____ (Mo/Yr to Mo/Yr): ____/____ to ____/____ Pay Rate Upon Leaving _____
Reason for Leaving _____

SKILLS INFORMATION

DIRECTIONS: USE A CHECKMARK TO INDICATE YOUR SKILL LEVELS. CHECK ALL THAT APPLY.

SKILLS:	BASIC SKILLS	INTERMEDIATE SKILLS	ADVANCED SKILLS
M.S. Word			
M.S. Excel			
M.S. Access			
M.S. PowerPoint			
Organization			
Grammar/Verbal			
Math			
Accounting			
Multi-line Phone			
Office Equipment			
Other: (Write in)			

Briefly describe your desire for a position with this company and why you would make a successful employee:

Position desired? _____ Date you can start? _____ Hourly pay desired? _____

APPLICANT'S CERTIFICATION AGREEMENT

DIRECTIONS: PLEASE READ EACH SECTION CAREFULLY AND CHECK THE BOX.

- _____ 1. I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying this information, and I also release the company from all liability which might result from making the investigation.
- _____ 2. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of facts on this application (or on any required documents) may result in denial of employment or immediate termination of employment, regardless of when or how discovered.
- _____ 3. I understand that any offer of employment is contingent upon my passing a pre-employment drug screen.
- _____ 4. I agree, if I am offered and accept a position, to conform to all existing and future Company rules and regulations and I understand that the Company reserves the right to change wages, hours and working conditions as deemed necessary. I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.
- _____ 5. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control act of 1986.
- _____ 6. I agree that any action or suit against Lyons Company arising out of any employment or termination of employment including, but not limited to, claims arising under the State or Federal civil rights statutes, must be brought within one year of the event giving rise to the claim or be forever barred. I waive any statute of limitations to the contrary.
- _____ 7. I have read and reviewed the information provided in this application and the above statements. By signing this application for employment, I certify that I understand all parts of it and have answered all questions completely and fully.

Signature _____ Date _____