



# Employment Application

Leg Up Farm is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of actual or perceived age, sex, sexual orientation, race, color, creed, religion, familial status, ethnicity, national origin, alienage or citizenship, disability, marital status, military or veteran status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. Applicants with a disability may be entitled to reasonable accommodation under terms of the American with Disabilities Act and opportunity without imposing undue hardship on Leg Up Farm. Please inform a Company representative if you need assistance completing any forms or to otherwise participate in the application process.

## PERSONAL INFORMATION (Please complete all information. Use ink and print clearly, so we can contact you.)

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

Current Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Prior Address: \_\_\_\_\_

Other Names You Have Used (so that we may verify your education & employment history):  
\_\_\_\_\_

Are you under 18 years of age?  Yes  No If yes, please state your age: \_\_\_\_\_

Are you legally authorized to work in the U.S.?  Yes  No

*Federal law requires you to produce, within 3 business days of hire, specific documents establishing your identity and authorization for employment in the U.S.*

How were you referred to us?

Website/Social Media  
  Leg Up Employee  
  Walk In  
  Advertisement  
  Career Fair  
  School  
  Employment Agency

Other, please specify: \_\_\_\_\_

## EMPLOYMENT HISTORY

Beginning with the most recent employment, list the last three employers (including military service) or cover at least a five year period, whichever is longer. Use a separate sheet if necessary. Complete even if you are attaching a resume.

May we contact your current employer at this time for a reference?  Yes  No

**COMPANY NAME:** \_\_\_\_\_ **EMPLOYMENT DATES** From \_\_\_\_\_ To \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Ending Salary or Hourly Wage: \_\_\_\_\_

What Kind of Work Did You Do: \_\_\_\_\_ Why Did You Leave? \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_ **EMPLOYMENT DATES** From \_\_\_\_\_ To \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Ending Salary or Hourly Wage: \_\_\_\_\_

What Kind of Work Did You Do: \_\_\_\_\_ Why Did You Leave? \_\_\_\_\_

*Employment History, continued*

EMPLOYMENT DATES From \_\_\_\_\_ To \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Ending Salary or Hourly Wage: \_\_\_\_\_

What Kind of Work Did You Do: \_\_\_\_\_

Why Did You Leave? \_\_\_\_\_

In the last five years have you ever been discharged, suspended, or asked to resign by an employer?  Yes  No

If yes, give employer name, date of action, and reason: \_\_\_\_\_

**EDUCATION & SKILLS**

Name & Location of School	Highest Year Completed	Graduated	Degree / Major
High School: _____ City, State: _____	<input type="checkbox"/> 9 <sup>th</sup> <input type="checkbox"/> 10 <sup>th</sup> <input type="checkbox"/> 11 <sup>th</sup> <input type="checkbox"/> 12 <sup>th</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College: _____ City, State: _____	<input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Post Grad: _____ City, State: _____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you enrolled in school now?  Yes  No If yes, availability during school vacations:  Full  Part  None

Describe any other education, training, experience, skills, abilities, or hobbies relevant to employment consideration:

**JOB INTEREST**

Please check the department(s) which you are interested in applying for a position:

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Occupational Therapy | <input type="checkbox"/> Behavioral Therapy | <input type="checkbox"/> Marketing           | <input type="checkbox"/> Greenhouse/Horticulture |
| <input type="checkbox"/> Physical Therapy     | <input type="checkbox"/> Equine Therapy     | <input type="checkbox"/> Administration      | <input type="checkbox"/> Facility Maintenance    |
| <input type="checkbox"/> Speech Therapy       | <input type="checkbox"/> Billing/Front Desk | <input type="checkbox"/> Able Services - DSS | <input type="checkbox"/> Other                   |

**YOUR AVAILABILITY**

How soon could you start working at Leg Up Farm? \_\_\_\_\_ How many hours per week would you like to work? \_\_\_\_\_

Shifts vary by department, generally starting as early as 7:15 a.m. and ending as late as 8:30 p.m.

Your Availability:  Days  Evenings  Weekends

**REFERENCES** List two (2) professional references familiar with your work ability (excluding relatives):

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

How acquainted & for how long? \_\_\_\_\_

\_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

How acquainted & for how long? \_\_\_\_\_

\_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE INITIALING AND SIGNING**

I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment.

\_\_\_\_\_  
Initials

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment, and must receive a negative result before being permitted to commence work at Leg Up Farm.

\_\_\_\_\_  
Initials

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment, and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work at Leg Up Farm.

\_\_\_\_\_  
Initials

I certify that the information given by me is true in all respects. I authorize Leg Up Farm and its representatives to contact my prior employers and all others for the purpose of verification of the information I have supplied and release same information released. I authorize employers, schools and other persons named on this application to provide any information or transcripts requested.

\_\_\_\_\_  
Initials

I understand and agree that, if employed, my employment, having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, by either party (the employer or me) without prior notice to the other, unless otherwise prohibited by law.

\_\_\_\_\_  
Initials

I understand that no representation, whether oral or written, by any representative or agent of Leg Up Farm, at any time, can constitute an implied or expressed contract of employment. I further understand no representative or agent of Leg Up Farm has the authority to enter into an agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other terms or condition of employment other than in a document signed by the President & CEO or his/her authorized representative.

\_\_\_\_\_  
Initials

I certify, under penalty of perjury, that all of the above information is true and complete, and I understand that any falsification or omission of information may result in denial of employment or, if hired, may result in termination regardless of the time lapse before discovery.

\_\_\_\_\_  
Initials

**MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date