



EMPLOYMENT APPLICATION

Legacy firmly commits to a policy of equal employment opportunity for applicants and employees, consistently complying with local, state and federal laws. The Company’s policy is to employ qualified persons without discrimination against race, religion, color, sex, national origin, age, handicap/disability, veteran status or status in any other group protected by federal/state/local law. If you feel that you have been treated unfairly or in a discriminatory manner during the recruitment process, you should promptly contact Paige Wingert, President, at 717-630-0892. **Note that Legacy conducts background checks, pre-employment drug screening, and (where applicable) pre-employment fit-for-duty testing.**

Date: _____

Name: _____
Last First Middle

Have you worked under any other name, including a maiden name? If so, list: _____

Social Security #: _____

Address: _____
Street City State Zip

Cell Phone #: _____ What is the best time to reach you? _____

Is there another phone # where you can be reached? _____

Email Address: _____

Who referred you to Legacy? _____

What position are you applying for? _____

What shift(s) will you work? _____ First Shift-6:00 AM – 4:30 PM, Monday-Thursday (Friday overtime as needed)
_____ Second Shift-4:30 PM – 3:00 AM, Monday–Thurs. (Friday overtime as needed)

(Shift hours may vary based on production, scheduling or employee assignment.)

Check those that apply: Are you available to work _____ daily overtime _____ Friday _____ Saturday

EDUCATION

School Location # of years completed

High School or GED:

Post High School Education: _____

Degree, Certificate or Subjects Studied: _____

Business or Trade School: _____

Degree or Subjects Studied: _____

EMPLOYMENT HISTORY

Start with most recent employer. Include military history and rank.

1. Employer's Name: _____

Address: _____ Phone: _____

Name & Title of Supervisor: _____

Your Job Title: _____

Your Duties: _____

Date Hired: _____ Date Left: _____ Rate of Pay: _____

Reason for leaving: _____

If currently employed, may we contact your current employer? _____

2. Employer's Name: _____

Address: _____ Phone: _____

Name & Title of Supervisor: _____

Your Job Title: _____

Your Duties: _____

Date Hired: _____ Date Left: _____ Rate of Pay: _____

Reason for leaving: _____

If currently employed, may we contact your current employer? _____

3 Employer's Name: _____

Address: _____ Phone: _____

Name & Title of Supervisor: _____

Your Job Title: _____

Your Duties: _____

Date Hired: _____ Date Left: _____ Rate of Pay: _____

Reason for leaving: _____

If currently employed, may we contact your current employer? _____

4. Employer's Name: _____

Address: _____ Phone: _____

Name & Title of Supervisor: _____

Your Job Title: _____

Your Duties: _____

Date Hired: _____ Date Left: _____ Rate of Pay: _____

Reason for leaving: _____

If currently employed, may we contact your current employer? _____

SKILLS AND KNOWLEDGE

1. Do you have industrial sewing machine experience? If yes, explain the type of work you performed. Do you have experience making projects for your home or family with a personal sewing machine? If yes, explain the projects.
2. Do you have experience operating embroidery equipment, or any other type of manufacturing machinery? If yes, explain the machine(s) that you operated and the type of work you performed.
3. Do you have experience inspecting work? If yes, explain the type of product you inspected.
4. Do you have experience packaging, preparing merchandise for shipping; i.e. RPS, UPS, FedEx, or working with shipping documents? If yes, explain the type of work you performed.
5. For 80% of the workday, a number of our production positions require repetitive moving, stooping, reaching and the lifting/moving of up to 25 lbs. Can you perform these job duties? If no, please explain.
6. Some positions require occasional lifting/moving of up to 80 lbs. Can you perform this job duty? If no, please explain.
7. For 80% of the workday, a number of our production positions require repetitive finger/hand/wrist dexterity for picking/pushing/turning of various fabric components. Can you perform these job duties? If no, please explain.
8. For 80% of the workdays, a number of our production positions require visual inspection, including: close vision, depth perception, and ability to discern fine quality standards. Can you perform these job duties? If no, please explain.
9. A job function may require the reading of order forms in order to select the correct fabric and color; plus ability to accurately count in order to produce the correct number of items. Can you perform these job duties? If no, please explain.
10. A job function may require the occasional driving of a company vehicle. Do you have a valid driver's license? ___yes or ___no. Do you have a record of moving violation(s) with the Department of Motor Vehicle? ___yes or ___no
11. Do you have maintenance skills? If yes, list the specific skills where you have a working proficiency. Maintenance skills include HVAC, hand tools, carpentry, and fabrication of machine parts, machine shop equipment.
12. Do you have office skills? If yes, list the specific skill where you have a working proficiency. Office skills include: typing, data entry, word processing, and accounting/bookkeeping?
13. Do you have customer service experience? If yes list years of experience, company and describe type of customer service duties you performed.
14. Do you have lead person or supervisory experience? If yes, explain your lead person or supervisor responsibilities. List any supervisory education or training you have received.
15. Are you currently taking illegal drugs? ___yes or ___no
16. Do you use tobacco products (cigarettes, cigars, pipes, chewing tobacco)? ___yes or ___no

PROFESSIONAL REFERENCES

Please include references that can attest to your employment skills.

	Name	Address	Phone	Occupation	Years Known
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

PLEASE READ BEFORE SIGNING

As a job applicant, review the following information. Initial following each statement, initialing indicates that you have read and understand the statement and that you agree to comply with Legacy's policy. Sign below.

1. I hereby affirm that the foregoing information is true and complete to the best of my knowledge and belief and understand that any misrepresentation will be grounds not to hire me or will be grounds for immediate discharge if hired. (_____Initial)
2. Due to the seasonal demands of the business, overtime may be required. (_____Initial)
3. Depending on work assignment, restrictions regarding the wearing of jewelry may apply; personal eye and/or hearing protective equipment, as well as other personal protective equipment may be required. (_____Initial)
4. I request and authorize any party with specific information concerning my employment and education to release all information concerning my record and performance, along with the reason for leaving my former position(s). I release my personal and employment references, former employers and school personnel, and all individuals connected with each organization, from all liability for any damage that arises from providing truthful information, including liability and/or responsibility should I not be offered a job by this company. I understand that the company is not requiring or suggesting that I sign this release. This release is a voluntary choice, made by me without coercion or duress by any person. (_____Initial)
5. By my signature I agree that, if I am offered a job, my employment is not covered by any contract for any specific period of time and that I have the right to terminate my employment at any time and the company retains a similar right. (_____Initial)

Applicant Print Name

Applicant Signature

THIS APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR.

APPLICANT – DO NOT WRITE BELOW THIS LINE

Starting Date: _____ Position: _____

Department: _____ Shift: _____ Starting Rate: _____

Employment Status: _____ Birth Date: _____

Signature of Approval Date