



**APPLICATION FOR EMPLOYMENT**

*Lansing Grain Company, LLC and LGC Group, Inc. are equal opportunity employers and will not discriminate against any applicant on the basis of any characteristic that is protected by state or Federal law. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 days of the date that the need is known or should have been known.*

**NOTE:** this application will only remain active for 3 months, after which the applicant would need to reapply

Position applied for: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Date available to start: \_\_\_\_\_

**GENERAL INFORMATION:**

Name: \_\_\_\_\_ Soc. Sec. Number: \_\_\_\_\_  
Last First M.I.

Present Address: \_\_\_\_\_  
Street City State Zip

Telephone #: Home \_\_\_\_\_ Work or Mobile: \_\_\_\_\_

Are you 18 years or older? \_\_\_\_ Yes \_\_\_\_ No

Are there any hours or days of the week you cannot work? \_\_\_\_ If so, when? \_\_\_\_\_

Type of employment desired: \_\_\_\_ Full-time \_\_\_\_ Part-time Salary range desired: \_\_\_\_\_

**EMPLOYMENT HISTORY (PLEASE ATTACH RESUME IF AVAILABLE OR COMPLETE APPENDIX):**

Are you presently employed? \_\_\_\_ Yes \_\_\_\_ No If so, may we contact your present employer? \_\_\_\_ Yes \_\_\_\_ No

Present Employer: \_\_\_\_\_  
Company Supervisor Phone No.

Have you ever applied to Lansing Grain Company, LLC or LGC Group, Inc. for employment before? \_\_\_\_ Yes \_\_\_\_ No

If yes, please provide details: \_\_\_\_\_

**EDUCATION:**                      Name and Address of School                      No. of Yrs attended    Graduated?    Subject/Major    GPA

High School: \_\_\_\_\_

College: \_\_\_\_\_

Advanced Education: \_\_\_\_\_

List Degrees received: \_\_\_\_\_

Are you currently enrolled in any courses: \_\_\_\_ Yes \_\_\_\_ No    Courses: \_\_\_\_\_

**WORK HISTORY (ATTACHED RESUME, IF AVAILABLE):**

<b>DATES</b>	<b>COMPANY, ADDRESS AND PHONE</b>	<b>REASON LEFT</b>	<b>SALARY LEVELS</b>	<b>POSITION</b>
<b>FROM:</b>  <b>TO:</b>			<b>START:</b>  <b>END:</b>	
<b>FROM:</b>  <b>TO:</b>			<b>START:</b>  <b>END:</b>	
<b>FROM:</b>  <b>TO:</b>			<b>START:</b>  <b>END:</b>	

**OTHER:**

Do you have any U.S Military service? \_\_\_\_ Yes \_\_\_\_ No    If so, what Branch and Rank? \_\_\_\_\_

Are you lawfully authorized to work in the United States? \_\_\_\_ Yes \_\_\_\_ No (If employed, you will be required to provide verification of that legal authorization within three days of your start date.)

Have you ever been convicted of a crime other than a minor traffic violation? \_\_\_\_ Yes \_\_\_\_ No

If so, please state type, date and place where the offense occurred: \_\_\_\_\_

Have you ever been involved in a shortage or misunderstanding with respect to funds, merchandise, inventory, etc?

\_\_\_\_ Yes \_\_\_\_ No    Explain: \_\_\_\_\_

Summarize any special skills or qualifications from employment or other experience that may qualify you for work with

Lansing Grain Company, LLC and LGC Group, Inc.: \_\_\_\_\_

**REFERENCES:**

Name three individuals, not related to you, who are acquainted with your character, work habits and achievements:

Name	Address	City	State	Phone	Occupation
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***Please read the following statement carefully before signing to indicate your understanding:***

I understand that, prior to being offered employment, I may be requested to take an employment examination. In the event that I have a disability that will affect my ability to take the test, I will so inform the Company prior to the test so that a reasonable accommodation can be made. The Company reserves the right to require medical documentation regarding the need for accommodation.

I understand and agree that, if hired, my employment is for no definite time period and may, regardless of the date of payment of my wages and salary, be terminated with or without cause at any time, with or without notice.

Except where otherwise indicated, I hereby authorize the companies, educational institutions, or persons named in this application to furnish any true information regarding myself, my education, or my employment whether or not it is on their records, personal or otherwise, releasing said companies or persons from liability for any damages whatsoever for using this information. Without reservation, I further authorize Lansing Grain Company, LLC and LGC Group, Inc. or any party contacted by this employer to procure my consumer report and / or obtain or furnish information concerning my credit, criminal, motor vehicle, and other history.

In accordance with LGC Group, Inc.'s substance abuse policy and screening program, all applicants who are extended a conditional offer of employment will be required to take and successfully complete a screening for substance abuse before beginning to work. Failure to comply with this screening requirement or failure to successfully pass this screening will preclude any further consideration for employment.

Our substance abuse screening program is a comprehensive one and consists initially of a short questionnaire that all individuals are required to complete. On an on-going basis a number of our prospective new employees will also be asked to complete the second phase of the program which includes a physical test – in this case a urinalysis screen.

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I hereby certify that all the answers in this application and information included in the attached resume (if included) are true and correct to the best of my knowledge and belief, it being understood that any material false statements or omissions of facts in this application will be sufficient cause for discharge. I will abide by and conform to all policies, rules, and procedures of Lansing Grain Company, LLC and LGC Group, Inc.

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_