



MICHAEL KOSAR POST 778  
 AMERICAN LEGION  
 LYNDORA, PA 16045-1004



EMPLOYMENT APPLICATION

DATE \_\_\_\_\_  
 NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 TOWNSHIP \_\_\_\_\_  
 PREVIOUS ADDRESS \_\_\_\_\_  
 STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

SS# \_\_\_\_\_  
 CITY \_\_\_\_\_  
 PHONE \_\_\_\_\_  
 WAGE TAX DISTRICT \_\_\_\_\_  
 CITY \_\_\_\_\_  
 WAGE TAX DISTRICT \_\_\_\_\_

**EMERGENCY CONTACT NAME** \_\_\_\_\_  
 POSITION APPLYING FOR \_\_\_\_\_

**EMER. CONT. PHONE** \_\_\_\_\_  
 FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_

HAVE YOU OR A RELETIVE EVER WORKED FOR MICHAEL KOSAR POST 778?  
 ARE YOU LEGALLY ABLE TO BE EMPLOYED IN THE U.S.?  
 DO YOU HAVE RELIABLE TRANSPORTATION?

YES \_\_\_\_\_ NO \_\_\_\_\_  
 YES \_\_\_\_\_ NO \_\_\_\_\_  
 YES \_\_\_\_\_ NO \_\_\_\_\_

WHAT IS YOUR DESIRED SALARY? \_\_\_\_\_

WHAT SPECIFIC DAYS & HOURS ARE YOU AVAILBLE TO WORK?

DAYS AVAILABLE  
 HOURS AVAILABLE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

WHAT SPECIFIC DAYS & HOURS ARE YOU **NOT** AVAILBLE TO WORK?

DAYS NOT AVAILABLE  
 HOURS NOT AVAILABLE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

DO YOU HAVE ANY RESTRICTIONS/PHYSICAL NEEDS? \_\_\_\_\_

\* IF YES, PLEASE EXPLAIN \_\_\_\_\_

SCHOOL LAST ATTENDED \_\_\_\_\_ YEARS \_\_\_\_\_ DID YOU GRADUATE? \_\_\_\_\_

LIST LAST TWO JOBS HELD

a) COMPANY \_\_\_\_\_ YEARS \_\_\_\_\_ POSITION \_\_\_\_\_

SALARY \$ \_\_\_\_\_ DATES WORKED \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

b) COMPANY \_\_\_\_\_ YEARS \_\_\_\_\_ POSITION \_\_\_\_\_

SALARY \$ \_\_\_\_\_ DATES WORKED \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

MILITARY SERVICE: BRANCH \_\_\_\_\_ RANK \_\_\_\_\_ DATES OF SERVICE \_\_\_\_\_

DISCHARGE DATE \_\_\_\_\_ HONORABLE / DISHONORABLE DISCHARGE (**CIRCLE ONE**)

HAVE YOU EVER BEEN CONVICTED OF A CRIME? (Excluding traffic violations) YES \_\_\_\_\_ NO \_\_\_\_\_

\* IF YES, PLEASE EXPLAIN IN FULL DETAIL. (Use a separate sheet of paper if necessary)

\_\_\_\_\_  
\_\_\_\_\_

\* A conviction will not necessarily bar you from employment

**REFERENCES:**

a) NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

b) NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

c) NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

**EMPLOYER:** We hereby certify that any and all of the information contained in this application is true, correct, and complete to the best of our knowledge and is necessary for the employment of individuals by MICHAEL KOSAR POST 778. We further state that no information will be released on this individual unless agreed to by the Applicant.

**APPLICANT:** Please read the following statements and sign before returning to MICHAEL KOSAR POST 778. Please address any questions or concerns you may have that are contained in this application prior to any interview by the Employer or prior to signing this application.

I hereby authorize you to contact all previous employers or educational institution for the purpose of verifying information supplied by this applicant, or for the purposes of obtaining more specific information about my employment, education, or personal history. I hereby release and hold harmless the institution/employer(s) contacted as well as the MICHAEL KOSAR POST 778 for any liability or damage that may result from contacting said employers or education institutions.

I hereby acknowledge that, if I become employed, I will be free to terminate my employment at any time for any reason, and that MICHAEL KOSAR POST 778 retains the same right. No Post representative has the authority to make any other contrary agreement in this regards.

The MICHAEL KOSAR POST 778 is an Equal Opportunity Employer, and does not discriminate for purposes of employment or promotions on the basis of race, color, religion, sex, national origin, age, or physical handicap where prohibited by laws. It is our policy to comply fully with laws which prohibit illegal employment discrimination, and any information requested on this application will not be used for any purpose which is prohibited by law.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_