



Employee Conversion/Application Form (valid for only 180 days)

Landrum Human Resource Companies, Inc. is an equal opportunity employer and, in compliance with all federal and state civil rights laws, makes every effort to employ and promote the most qualified individuals without regard to race, color, religion, sex, national origin, age, handicap, disability, veteran status, marital status, or any other protected class.

Jobsite Employer: _____	Position _____	Original Hire Date: _____
LANDRUM PROFESSIONAL ONLY - Does not apply to Landrum Staffing Services		

Full Name: _____ Soc Sec #: _____
(Last, First, Middle)

Please list all names previously used by you and dates those names were used:

Address: _____ City, State, Zip _____
(Street) (Apt/Bldg/Lot#)

Home Telephone Number _____ Cell Number: _____ Alternate Phone #: _____

e-mail address: _____

Emergency Contact: _____ Relation: _____ Phone: _____

Smoker ☐ Non-Smoker ☐ Are you legally eligible to work in this country? Yes ☐ No ☐

Have you worked previously or are you currently working for Landrum Companies, Landrum Professional, Landrum Staffing or AmStaff? Yes ☐ No ☐ If yes, when and for whom? _____

How many days were you absent from or tardy for work in the last twelve (12) months? _____

Have you ever been convicted of a crime?* Yes ☐ No ☐ If yes, give details (date, place, offense(s), disposition)

Have you ever been told you were not eligible for bonding*? (A type of insurance for dishonesty) Yes ☐ No ☐

Are you currently bondable? Yes ☐ No ☐

Have you ever pled guilty, pled no contest, pled nolo contendere, had adjudication withheld, or been placed in a pre-trial intervention or diversion program?* Yes ☐ No ☐ If yes, give details (date, place, offenses(s) charged, disposition, etc.)

Have you ever been a defendant in a civil action alleging intentional tort or wrongdoing?* Yes ☐ No ☐

If yes, please describe the nature of the alleged action and the disposition of the case.

Professional Licenses/Certifications Held:	Expiration/Renewal Date:

Has any license or certification ever been suspended or revoked?* Yes ☐ No ☐ If yes, give details (date(s), reason)

Have you ever had a formal or informal complaint brought against you?* Yes ☐ No ☐ If yes, give details (date(s), reason)

Have you received any written reprimands or disciplinary suspensions during any previous employment?* Yes ☐ No ☐
If yes, please explain:

Have you ever been discharged or asked to resign from previous employment?* Yes ☐ No ☐
If yes, please explain (include by whom, when and state the reason):

Do you have a valid driver's license? Yes ☐ No ☐ If yes, license #: _____

Do you have a valid CDL license? Yes ☐ No ☐ If yes, license #, State of Issue, Class: _____

Have you had a suspension or probation of your driver's license within the last five (5) years? Yes ☐ No ☐

How many speeding or other moving violations have you received in the last three (3) years? _____

List all traffic violations (except parking) on your record for the last five (5) years and all accidents in which you have been involved (use additional page if necessary):

<u>Date</u>	<u>Location</u>	<u>Description</u>	<u>Result</u>
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If you have ever had a security clearance, please indicate the highest level of clearance received:

MILITARY RECORD-Dishonorable or general discharge is not an absolute bar to employment. Other factors are considered.*

BRANCH	Dates of Service	Rank	Duties	Type of Discharge

EDUCATION: List most recent education first. (Please do not include elementary school)

Month/Year	School Name	Location (City/State)	Major/Degree

Employment History: Please print. List most recent job first. Please explain fully any gaps in your employment history. Be sure to account for all periods of time including unemployment, self-employment and military service. (Attach sheets if necessary.) For military service, attachment of your DD214 will expedite verification.

Date From/To mm/yy-mm/yy	Company Name City, State	Supervisor Name Phone #	Salary Start/End	Job Titles and Duties	Reason For Leaving

*Note: Answering "Yes" to any of these questions may not necessarily disqualify you from the position desired. Each action and explanation will be weighed/considered in relationship to the underlying facts and circumstances of the position for which you are applying.

All information listed on this document is true and complete. False, incomplete or misleading information, regardless of when it is discovered, is cause for rejection of my application or termination of my employment.

Signature _____

Date: _____