



# APPLICATION FOR EMPLOYMENT

1300 San Patricia Street • Pharr, TX 78577 • (956) 702-3361 • Fax (956) 782-5740

Lack's Valley Stores, Ltd. is an Equal Opportunity Employer and does not discriminate against qualified applicants for employment on account of race, color, religion, sex, age, national origin or disability. Lack's Valley Stores, Ltd. prohibits harassment in the work place.

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number (s)			Social Security Number		

Position(s) Applied For	Date of Application
If the job requires, do you have the appropriate (and current), Texas driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	
TDL# _____ Type _____	
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____	

Best time to contact you at home is: \_\_\_\_\_:\_\_\_\_\_ AM/PM

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No  
 If Yes, give date \_\_\_\_\_

Do any of your friends or relatives work for Lack's?  Yes  No  
 If Yes, state name, relationship and location \_\_\_\_\_

Are you currently employed?  Yes  No

Lack's Valley Stores, Ltd. contacts prior employers to obtain references regarding work history, conduct and suitability for employment.  
 Can we contact your present employer at this time?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Temporary

If you are not available to work certain hours, please indicate those hours which you are **NOT** available

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Can you work overtime if needed?  Yes  No

Have you ever been terminated from a prior job or asked to resign by any employer?  Yes  No  
 If Yes, please provide employer, dates and circumstances. \_\_\_\_\_

**EDUCATION**

School	Name and Address of School	Course of Study	No. of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

**WORK EXPERIENCE**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status

Employer	<b>Dates Employed</b>		<b>Work Performed</b>
	From	To	
Address			
Telephone Number(s)	<b>Hourly Rate/Salary</b>		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason For Leaving		May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	<b>Dates Employed</b>		<b>Work Performed</b>
	From	To	
Address			
Telephone Number(s)	<b>Hourly Rate/Salary</b>		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason For Leaving		May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	<b>Dates Employed</b>		<b>Work Performed</b>
	From	To	
Address			
Telephone Number(s)	<b>Hourly Rate/Salary</b>		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason For Leaving		May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	<b>Dates Employed</b>		<b>Work Performed</b>
	From	To	
Address			
Telephone Number(s)	<b>Hourly Rate/Salary</b>		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason For Leaving		May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Comments: Include explanation of any gaps in employment.**

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

POSITION \_\_\_\_\_

DATE \_\_\_\_\_

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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Describe any job-related training received in the United States Military.

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List professional, trade, business or civic activities and offices held.  
*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

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LANGUAGES	English: <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	Spanish: <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	Other: _____
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**ADDITIONAL INFORMATION**

Other Qualifications *Summarize special job-related skills and qualifications acquired from employment or other experience.*

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**SPECIALIZED SKILLS (Skills / Equipment Operated)**

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Commercial equipment: forklifts, picker, other Equipment or Vehicles (list)	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing		
<input type="checkbox"/> W P M _____	<input type="checkbox"/> Application Programs (list)		

\_\_\_\_\_

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\_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application.

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Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. \_\_\_\_\_ YES \_\_\_\_\_ NO

**PERSONAL / PROFESSIONAL REFERENCES** Do not include family members.

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

**BONDING / LICENSES / REGISTRATION**

Have you ever been bonded?  Yes  No      Have you ever been denied a bond for employment?      Yes  No

Has any claim been made against you under an employment bond?  Yes  No

**CRIMINAL RECORD**

Have you ever pled guilty to, received probation or deferred adjudication for , or been convicted of any crime?  
(conviction is not an automatic bar to consideration for employment)  Yes  No

If yes, provide information on all misdemeanors and felonies (other than parking tickets), including the date, location, criminal offense and disposition. \_\_\_\_\_

Have you ever been sued in civil court for theft, embezzlement, misappropriation, dishonesty, fraud, financial misconduct, and/or breach of fiduciary responsibility to an employer?  Yes  No

If yes, provide case number, date, court number, name of opposing party, and outcome. \_\_\_\_\_

Have you served or are you now serving probation or deferred adjudication for any crime?  Yes  No

If Yes, provide details. \_\_\_\_\_

**NOTICE - DRUG FREE WORKPLACE**

Lack's Valley Stores, Ltd. is a drug free employer. Any applicant who is extended a conditional offer of employment, will be required to submit to testing for the presence of illegal drugs. Any applicant who refuses/declines to submit to drug testing or whose drug test results reflect the presence of illegal drugs will be disqualified from consideration for employment.

Do you currently engage in the illegal use of drugs (such as marijuana, cocaine, heroin, LSD, etc.)?  Yes  No

**NOTICE - BINDING ARBITRATION**

As part of, and in consideration for an offer of employment, the compensation and benefit programs provided by Lack's and in consideration for Lack's mutual agreement to arbitrate claims (except for breach of restrictive covenants if applicable, such as involving return of company property, confidentiality of records, non-disclosure of information and/or documents, non-solicitation of employee and/or customers and non-competition), the applicant agrees that if hired, any claim he/she may have against its subsidiaries, owners, officers, directors, agents and employees, under either state or federal law, arising out of the employee's employment with the Company or termination of employment will be submitted to final and binding arbitration. By agreeing to arbitrate, the employee understands that he/she is not giving up any substantive rights under either state or federal law. Pursuant to the Company's arbitration procedures, the American Arbitration Association shall schedule the arbitration and appoint the arbitrator. Lack's shall be responsible for the arbitrator's fees. However, each party to the arbitration shall be solely responsible for its own costs and attorney's fees, if any, relating to the arbitration. The decision of the arbitrator shall be final and binding upon the employee and Lack's.

I agree to submit any and all claims against Lack's Valley Stores, Ltd. to final and binding arbitration.

Yes  No (If No, you will be disqualified from consideration for employment.)

**APPLICANT VERIFICATION**

I verify that all of the information on this application and exhibits and résumés is true, correct and complete. I have not withheld any information requested by Lack's Valley Stores, Ltd.. I understand that false, misleading, incomplete or omitted information will result in rejection of my application or termination from employment, whenever discovered.

I authorize Lack's Valley Stores, Ltd. and its agents to confirm all information provided on this application, exhibits and résumés and to investigate my suitability for employment. I agree to furnish additional information if requested. I release Lack's Valley Stores, Ltd. and all persons and companies from any claims, liabilities or damages from obtaining or furnishing information about me. I understand that I will be provided a supplemental notification and authorization if Lack's elects to conduct a consumer report about me under the Fair Credit Reporting Act.

This application is not a job offer or employment contract with Lack's Valley Stores, Ltd. for any specific time period. I understand that if hired, my employment will be for an indefinite time period and I may resign or be terminated at any time without notice or requirement of cause.

I also understand that if employed, I will be required to complete a federal I-9 form and provide verification of my identity and right to work in the United States.

Any conditional offer of employment by Lack's Valley Stores, Ltd. is subject to successful completion of all employment requirements, including but not limited to verifying employment / personal references, criminal record, license / certification, driving record (where appropriate), testing for the illegal use of drugs, and a post offer, pre-hire physical.

If employed, I agree to comply with all policies, rules and procedures of Lack's Valley Stores, Ltd.

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