



## Application for Employment

Highland Light Steam/White Plains Linen is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

**PLEASE TYPE OR PRINT.** Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid information will not be considered for any position.

|   |  |  |
|---|--|--|
| Position Applying For:  | Name (Last, First, Middle):                              | Other names under which you have attended school or been employed: |
| Street Address:   |  | City, State & Zip  |
| Social Security Number:   | Home Phone:  | Cell Phone: Other Phone:   |
| Are you eligible to work in the United States?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Are you 18 years of age or older?   | <input type="checkbox"/> Yes <input type="checkbox"/> No | If NO, what is your current age?                                   |
| Have you ever served in the U.S. Armed Forces?  | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, what branch?<br>Dates of Duty: From: To:                   |
| Have you ever been employed by (company)?   | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, dates of employment & reason for leaving:                  |
| Are you related to any current (company employee)?  | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, their name & their relationship to you?                    |
| If required for position, do you have a valid driver's license?   | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, State of issuance, license #, and expiration date:         |
| How did you learn about this employment opportunity at? Check all that apply:   |  |  |
| <input type="checkbox"/> Job Bulletin (Posting) /Walk-in <input type="checkbox"/> Website <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Ad in <i>newspaper</i><br><input type="checkbox"/> Referral by employee <input type="checkbox"/> Other: <input type="checkbox"/> Ad in <i>magazine</i> |  |  |

### Availability Sheet

|                        |                       |                         |
|------------------------|-----------------------|-------------------------|
| Monday:<br>From: To:   | Tuesday:<br>From: To: | Wednesday:<br>From: To: |
| Thursday:<br>From: To: | Friday:<br>From: To:  | Saturday:<br>From: To:  |
| Sunday:<br>From: To:   |                       |                         |

**HLSL** is a commercial laundry that operates 24 hours a day, 7 days a week with shifts in various departments at different scheduled start times. This verifies the days and time of an employee's work availability. Our work week starts on Monday and ends on Sunday. Paychecks are issued every Friday for the previous Week **PLEASE NOTE YOUR SCHEDULE MIGHT CHANGE** (Please refer to your union manual)

## Emergency Contact

|             |             |             |                    |
|-------------|-------------|-------------|--------------------|
| Name:       |             | Address:    | City, State & Zip: |
| Work phone: | Home Phone: | Cell Phone: | Other Phone:       |

**WORK EXPERIENCE**-Please detail your work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."  
**PLEASE NOTE:** Highland Light Steam/White Plains Linen reserves the right to contact all current and former employers for reference information.

|   |  |  |
|---|--|--|
| Dates Employed (most recent position)<br>From:            To: | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time<br><br>If part-time, # hrs./wk: <input type="checkbox"/> | Title:   |
| Starting Salary:  | Organization Name and Address:   |  |
| Final Salary:   |  |  |
| Supervisor's Name, Title and Phone #:                         | Other Reference Name, Title and Phone #:   | Contact my current references:<br><input type="checkbox"/> At any time<br><input type="checkbox"/> Only if I am a finalist candidate |
| Primary duties:   |  | Reason for Leaving:  |
| Dates Employed (most recent position)<br>From:            To: | <input type="checkbox"/> Full time <input type="checkbox"/> Part-time<br><br>If part-time, # hrs./wk: <input type="checkbox"/> | Title:   |
| Starting Salary:  | Organization Name and Address:   |  |
| Final Salary:   |  |  |
| Supervisor's Name, Title and Phone #:                         | Other Reference Name, Title and Phone #:   | Contact my current references:<br><input type="checkbox"/> At any time<br><input type="checkbox"/> Only if I am a finalist candidate |
| Primary duties:   |  | Reason for Leaving:  |

**EDUCATION**

| Name of School   | City/State | Did you graduate?  | If No, # of years left to graduate | If Yes, date of Graduation | Degree received | Major |
|--|------------|--|------------------------------------|----------------------------|-----------------|-------|
| Grammar School:  |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                            |                 |       |
| High School:   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                            |                 |       |
| College:   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                            |                 |       |
| College:   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                            |                 |       |
| Other School:  |            | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |                            |                 |       |
| Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying. |            |  |                                    |                            |                 |       |

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

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**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Highland Light Steam Laundry/WPL to investigate, without liability, all statements contained in this Application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that non union employees of Highland Light Steam Laundry/WPL Serve at-will, and the employment relationship may be terminated at any time by either party or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, If employed on a regular, benefits-eligible basis. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first THREE MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_