



Pre-Employment Questionnaire
Equal Opportunity Employer

Personal Information

Name (Last Name First)		Social Security Number	
		-	-
Present Address	City	State	Zip Code
Home Phone Number	Daytime Phone Number	E-mail Address	

Employment Desired

Position(s) of Interest	Date You Can Start
Are You Currently Employed? Yes No	
If yes, may we inquire of your present employer? Yes No	
Have you ever applied for employment with the Lansing Lugnuts? Yes No	
Were you hired by the Lansing Lugnuts? Yes No	
If yes, what year did you start? _____ What position(s) did you hold? _____	
Are you 18 years of age or older? Yes No If no, how old are you?	

Education

High School	Location	Years Attended	Did you graduate?
College	Location	Years Attended	Did you graduate?

Employment History

(Please list your last three employers, starting with your most current)

Month & Year	Name & Address of Employer	Position	Reason for Leaving
1			
2			
3			

(Continued on Other Side)

References

(Please list the names of two persons not related to you, whom you have known at least one year)

Name	Address	Phone	Years Known
1			
2			

Special Skills

Do you speak, write or understand any foreign languages? Yes No If yes, what languages?

Do you have any other experience, training, qualifications or skills, which you feel make you especially well suited for work at the Lansing Lugnuts?

Professional society memberships, extra curricular activities:

Additional Information

Have you ever been convicted of a crime of any kind? Yes No

(NOTE: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. However, the nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered.)

If yes, please explain:

How did you hear about employment with the Lansing Lugnuts?

Radio Television Newspaper Poster Friend Other (please explain)

Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation?

With Accommodation Without Accommodation

Authorization

" CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL."

" AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION."

" ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AUTHORIZED COMPANY REPRESENTATIVE."

Signature

Date

Submitting your application:

You may submit your application either by dropping it off at the Lugnuts front desk at Cooley Stadium during normal business hours, or by faxing it to Angie Sees, Admin Asst, at 517-485-4518. With your application, please also complete the two attached background check authorization forms.

Thank you for your interest in the Lugnuts!

Take Me Out to the Ballgame, LLC

Authorization for Criminal Conviction History

As part of the employment process of Take Me Out to the Ballgame, LLC, I understand that it is their policy to secure criminal conviction, civil litigation and/or credit history information using the information voluntarily provided below. I hereby authorize Take Me Out to the Ballgame, LLC, and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment purposes, if they so desire. I also understand that this investigation may be covered by the provisions of the Fair Credit Report Act (FCRA) 15 USC 1681 et seq.

NAME. _____
(Last Name) (First Name) (Middle Name)

MAIDEN NAMES/NAMES PREVIOUSLY USED: _____

Date of Birth ____/____/____ Sex: ____ Height: ____ Weight ____
Mo Day Yr

SOCIAL SECURITY NUMBER: ____/____/____ Hair Color: ____ Eye Color ____

COUNTY OF RESIDENCE _____ PLACE OF BIRTH _____

DRIVER'S LICENSE NUMBER: _____ STATE: _____

I understand that the above information is required by bona fide law enforcement agencies to conduct a search of their records. I hereby authorize Take Me Out to the Ballgame, LLC, and its agents to utilize the above information for the sole purpose of conducting a conviction only criminal history file search.

I further authorize any individual, company, firm, corporation, or public agency, including bona fide law enforcement agencies, to divulge any and all information, verbal or written, pertaining to me to Take Me Out to the Ballgame, LLC, or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. I understand this authorization automatically expires 90 days from the date executed below and that I have the right to revoke the authorization at anytime, provided I do so in writing. Finally, I understand that my initial and continued employment may be contingent upon successful completion of the background Investigation.

Signature of Applicant Date

Signature of Witness Date

Authorization for Background Investigation

I hereby willingly consent to the completion of a background investigation, and authorize Take Me Out to the Ballgame, LLC, and/or their agents, to request from any individual, company, firm, corporation, or public agency, including bona fide law enforcement agencies, any records or information which pertains to me if so desired. I further authorize any individual, company, firm, corporation, or public agency, including bona fide law enforcement agencies, to divulge any and all information, verbal or written, pertaining to me, to include information or data received from other sources to Take Me Out to the Ballgame, LLC, and/or its agents.

It is my understanding that any information obtained in the course of the background investigation will be held strictly confidential by the Take Me Out to the Ballgame, LLC, and its agents. Information gathered will be used only in connection with the employment process of Take Me Out to the Ballgame, LLC. I hereby authorize Take Me Out to the Ballgame, LLC and/or its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment purposes if so desired. I also understand that the results of this investigation may be covered by the provisions of the Fair Credit Report Act (FCRA) 15 USC 1681 et seq.

I understand this authorization automatically expires 90 days from the date executed below and that I have the right to revoke the authorization at anytime, provided I do so in writing to both Take Me Out to the Ballgame, LLC, and its agents identified above.

Finally, I also understand that initial and continued employment may be contingent upon successful completion of the Background Investigation.

THIS IS A RELEASE OF INFORMATION
Read Carefully

Signature of Applicant Date

Signature of Witness Date