

Lewis Creative Technologies ("LCT")

3900 A Carolina Ave, Richmond, Virginia 23222
 (804) 648-2000 (804) 644-3502 Fax

Employment Application

Instructions: Please complete this entire form. You may either type your answers and print the form OR print the form and fill it out by hand. Once completed, fax it to the above fax number or mail it to the above address. Information about LCT and current openings can be found online at www.lewisct.com.

General Information

(Please Print)

Application Date / /

| | |
|---|-----|
| Position(s) applying for: (1) | (2) |
| Type of work sought: Full-Time Part-Time If Part-Time, list available times: _____ | |
| Are you at least 18 years of age? Yes No If no, state your age: | |

| | | |
|--------------------------------------|---|-------------------------------|
| Last Name | First | Middle |
| Present Address | | |
| _____ | () | - _____ |
| Street | City | State Zip Telephone |
| Social Security Number - - | Date available for employment / / | |

Educational Background

| Type of school | Name | City | State | Zip | Dates of attendance from/to | Degree earned and years completed | Major field of study |
|------------------------------------|------|------|-------|-----|-----------------------------|-----------------------------------|----------------------|
| High School | | | | | | | |
| College/ University | | | | | | | |
| College/ University | | | | | | | |
| Business/ Vocational/ Trade School | | | | | | | |
| Other | | | | | | | |

If you expect to complete an educational program in the near future, please indicate type of degree or program and expected completion date:

Professional Licenses and Certificates (please include date received)

Have you ever belonged to a professional or volunteer organization which has a direct bearing upon your qualifications for the job which you are seeking?

Yes No

If yes, please list: Organization Offices Held Dates of Membership

_____ / / to / /

_____ / / to / /

Employment History

Please account fully for all periods of employment, including your present/most recent employer, time spent in U.S. Armed Forces, and any periods of unemployment. (Attach a separate sheet, if necessary.) List your present/most recent employer first, and indicate if we may contact this employer.

May we contact your present employer as a reference prior to making a hiring decision? Yes No

| | | | | |
|--|---|-----------------------------------|--------------------|-----|
| From mo. yr. | Employer | Telephone number () - | Supervisor | |
| To mo. yr. | Address (Street) | City | State | Zip |
| Starting salary \$ _____ per _____ | Starting position | Present/most recent position | Reason for leaving | |
| Present/most recent salary \$ _____ per _____ | Description of duties & responsibilities (most recent position) | | | |
| If you worked under a different name, please state name. | | | | |

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|--|---|-----------------------------------|--------------------|-----|
| From mo. yr. | Employer | Telephone number () - | Supervisor | |
| To mo. yr. | Address (Street) | City | State | Zip |
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| Present/most recent salary \$ _____ per _____ | Description of duties & responsibilities (most recent position) | | | |
| If you worked under a different name, please state name. | | | | |

Skills Inventory

A. Computer/Office Skills: Please check current skills:

Typing (wpm = _____)

List personal computers and software packages with which you are experienced:

Personal Computer _____

Word Processing _____

Page layout/assembly _____

Programming _____

Hardware _____

Software _____

B. Production Skills: Please list the production equipment which you have run and the length of experience with this equipment:

| Equipment Description | Length of Experience | Employer |
|-----------------------|----------------------|----------|
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Please attach an additional list of equipment and experience if necessary.

Personal Data

1. Have you previously applied for employment at LCT? Yes No
2. Were you referred to LCT. Yes No If yes, indicate name/source of referral _____
3. Are you a U.S. citizen? Yes No If no, indicate type of visa and/or work permit _____
4. Have you ever been *convicted* of any violation of law, police regulation or ordinance? (Do not include parking and other non-moving traffic violations. A *yes* answer will not necessarily disqualify you from consideration.) Yes No
5. Can you travel if job requires it? Yes No
6. A position with LCT requires regular attendance at work. Would you be able to adhere to a regular work schedule, including overtime work if required? Yes No
7. How many days were you absent (not including vacation days and paid holidays) during the last three years of employment?
Number of days last 12 months: _____ Number of days prior year: _____ Number of days two years ago: _____
8. Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodations? Yes No

Military

1. Have you served in the United States Armed Forces? Yes No If yes, branch of service _____
Date of entry _____ Separation date _____ Rank at discharge _____
Special Commendations, training, or work experience obtained _____
2. Are you a member of the Reserves or National Guard? Yes No

Applicant's Statement

I certify that my answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Lewis Creative Technologies.

I understand that I should request in advance any needed accommodation(s) such as a sign interpreter, a reader, etc., if selected for a job interview, pre-employment screening test, or job demonstration.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date