

Lansberry Shared Solutions, LLC

P.O. Box 58 • Woodland, PA 16881

Phone: (814) 857-7651 or (800) 832-6150 • Fax: (814) 857-7916

recruiting@lansberrytrucking.com

www.lansberrytrucking.com

JOB REQUIREMENTS TO BE AN ADMINISTRATIVE EMPLOYEE FOR LANSBERRY SHARED SOLUTIONS, LLC.

- Be able to read and speak the English language.
- Have a working knowledge of current office processes and procedures.
- Have the ability to work in a fast-paced, team environment.
- Have a working knowledge and general comfort level with computer hardware and software.
- Have a working knowledge of Microsoft Office products.
- Be able to perform job responsibilities accurately and in a timely manner with attention to detail.
- Full-time applicants should be available to work a minimum of 8 hours per day, 5 days per week.
- Be able report to work at the time specified and to maintain contact with your supervisor as required.
- Be able to follow company guidelines, be presentable and behave in a courteous and professional manner when dealing with customers, fellow employees and the general public.
- Be able to qualify physically for the job requirements.

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APPLICATION FOR EMPLOYMENT ADMINISTRATIVE

PERSONAL INFORMATION

Date of Application:	First Name:	M.I.:	Last Name:
Address:	City:	State:	Zip:
Phone No.:	Date of Birth:	M/F	Social Security No.:

How long have you been at your present address? (If shorter than 3 years, please list your addresses for the last 3 years)			
Address:	City:	State:	Zip:
Address:	City:	State:	Zip:
Address:	City:	State:	Zip:

Position type: FULL-TIME PART-TIME TEMPORARY SEASONAL

Position being applied for: _____

Who referred you: _____

Desired pay range: _____

Available start date: _____

Do you have the legal right to work in the United States? YES NO

If no, please explain:

Can you provide proof of age? YES NO

If no, please explain:

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Do you have a valid driver's license? YES NO

Do you have reliable transportation to travel to and from work? YES NO
If no, please explain how you would accomplish this.

Have you ever been convicted of a crime? YES NO

If yes, please explain:

(e.g. number of convictions(s), nature of offense(s), etc.)

Have you ever been dishonorably discharged from military service? YES NO

If yes, please explain:

Is there any reason you might be unable to perform the functions of the job for which you have applied as described in the job requirements on page 1 of this application? YES NO

If yes, please explain:

Have you worked for Lansberry Shared Solutions, LLC or Lansberry Trucking, Inc. before?

YES NO

From: _____ To: _____

Position: _____

Reason for leaving:

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EDUCATION

	NAME/LOCATION	GRADUATION DATE/DEGREE	MAJOR/SUBJECT OF STUDY
HIGH SCHOOL			
COLLEGE/UNIVERSITY			
SPECIALIZED TRAINING/TRADE SCHOOL/ETC.			
OTHER EDUCATION			

List any special courses or training you have received.

List any other skills, training, or experience, which will help you succeed at Lansberry Shared Solutions, LLC:

CURRENT/PREVIOUS EMPLOYMENT RECORD

Are you currently employed?

YES NO

If yes, may we contact your present employer?

YES NO

If no, how long since leaving last employment:

PLEASE SHOW EMPLOYMENT HISTORY FOR THE PAST 3 YEARS.
 (BEGIN WITH THE MOST RECENT POSITION)

CURRENT/PREVIOUS EMPLOYER:			
Address:	City:	State:	Zip:
Phone No.:	Position:	Salary/Wage	
Reason for leaving:	Dates of Employment:		

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PREVIOUS EMPLOYER:			
Address:	City:	State:	Zip:
Phone No.:	Position:	Salary/Wage	
Reason for leaving:	Dates of Employment:		

PREVIOUS EMPLOYER:			
Address:	City:	State:	Zip:
Phone No.:	Position:	Salary/Wage	
Reason for leaving:	Dates of Employment:		

PREVIOUS EMPLOYER:			
Address:	City:	State:	Zip:
Phone No.:	Position:	Salary/Wage	
Reason for leaving:	Dates of Employment:		

* - Please continue on reverse of page if additional space is required.

Please state any additional information you feel may be helpful to us in considering your application:

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ACKNOWLEDGMENTS:

ALL APPLICANTS – Please read the following and address any questions to a Human Resources Representative before signing.

- I affirm that the information provided on this application or in connection with this application (and any resume or any other accompanying documents) is true and complete to the best of my knowledge. I understand that if employed, false statements, significant omissions, or misleading information regardless of when discovered, made on or in connection with my application and accompanying documents may result in dismissal.
- I authorize investigation of all statements contained in this application (and any resume or any other accompanying documents) as may be necessary in arriving at an employment decision.
- I understand that the applicant's prior employers may be contacted for the purpose of investigating the applicant's background.
- I authorize all personnel, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any and all pertinent information and release the same from liability resulting from any liability resulting from providing such information.
- I understand that from time to time the company may be asked to release certain information, including but not limited to, my employment or application for employment. I release the company and its agents, from liability resulting from submitting/releasing such information.
- I acknowledge that the company may require, as a condition of any offer of employment that is made or for continued employment, that I undergo a medical exam or drug testing, and I consent and agree to any such exam, if required now or in the future. I understand that when drug testing is required, a satisfactory result may be a condition of employment.
- I understand that federal law prohibits the employment of unauthorized aliens and requires satisfactory proof of employment authorization and identity. All persons hired must submit satisfactory proof of employment authorization and identity. Please have necessary documents promptly available for inspection as required by law.
- If employed, I agree to abide by the rules and regulations of the company.
- I understand that if employed, my employment is for no fixed period and is at-will. I understand that I could be terminated at any time for any or no reason and I understand that I may quit at any time for any reason. This understanding cannot be altered by anyone unless it is in writing and signed by the president of the company.
- I understand that this application does not create an offer of employment.
- I understand that this company is an Equal Opportunity Employer and provides employment opportunities without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran or marital status.
- This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

I have read and understand the above notice, including the at-will basis of employment.

Signature of Applicant

Date