

EMPLOYMENT APPLICATION

Hometown Property Management - An Equal Employment Opportunity Employer

It is our policy to recruit, hire and promote qualified persons without regard to race, color, religion, sex, age, national origin, disability or other protected classes as may be mandated by your State.

If you need reasonable accommodations in order to complete, read, or understand this document, please inform us.

PERSONAL INFORMATION

Name: _____ SSN: _____

Address: _____

Telephone: (_____) _____ E-mail: _____

If hired, can you provide documents required to prove that you are authorized to work in the United States?

Yes ___ No ___ Are you 18 years of age or older? Yes ___ No ___

Position/Type of Work Desired: _____ Desired Pay: _____

How were you referred to our organization?

Do you have any friends or relatives employed by Hometown? Yes ___ No ___

If yes, please list:

Is there any information we would need about your name or use of another name for us to be able to check your work record? Yes ___ No ___ If yes, please specify: _____

Attached to this Employment Application is the job description, including a list of physical requirements, for the position for which you are applying. Please review this list and answer the following question: Will you require reasonable accommodations in order to perform the functions of the position you are applying for? Yes ___ No ___ If yes, please list the reasonable accommodation:

EMPLOYMENT HISTORY

Please list current employer first, then previous employers. May we contact your current employer? Y__N__

Company Name & Address	Position	Dates Employed	Salary	Reason for Leaving

Education

Level	Name/Location	Years Attended	Date Graduated	Degree/ Diploma
High School/ GED				
College				
Technical Training				
Other				

Please list any additional information that relates to your ability to perform the job for which you have applied, such as licenses, professional memberships, hobbies, etc.

References

Name, Address, Phone	Occupation/Title	Years Known

I understand that the employer follows an employment-at-will policy, in that I or the employer may terminate my employment at any time, with or without prior notice, and with or without cause as long as the reason is consistent with applicable state or federal law. I understand that this application is not a contract of employment. I understand that to be employed I must be lawfully authorized to work in the United States, and I must show the employer documents that will prove this.

I understand that the company will thoroughly investigate my work and personal history, including a check of any record of criminal convictions (this may also include a check of my credit history), and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, including my current employer unless otherwise noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

Employment with Hometown Property Management will be contingent on satisfactory clearance of the criminal conviction record check.

I certify that all the statements herein are true and understand that any falsification or willful omission may result in dismissal or refusal of employment.

APPLICANT'S SIGNATURE: _____ DATE: _____