

## APPLICATION FOR EMPLOYMENT

### A. GENERAL INFORMATION

Name:		Previous Last Name Used:	Date:
Address:		Apt. #:	Last 4 of SSN:
City:	State:	Zip:	Are you 18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email:		Phone: (     )	
Are you a United States citizen or legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (All persons; upon hiring, must verify eligibility to be employed in the United States.)			
List states and counties of residence for the past <u>10</u> years:			
<b>CRIMINAL HISTORY DISCLOSURE:</b>			
<i>It is the policy of At Home Apartments to inquire about an applicant's criminal history at the time of an interview, or if there is no interview, after a conditional offer of employment is made. At Home Apartments may make employment decisions on this basis depending on the nature of the applicant's criminal history &amp; position sought.</i>			
Do you have any relatives or friends working for this company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give name and department:			
Have you ever worked for this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when and in what department/location?			
In case of an emergency, who should we notify?	Name:		Phone Number: (     )

### B. JOB INTEREST

Position Applying For:	Referred By:
Type of employment desired (check all that apply): <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer	
Are you willing to travel via use of your own vehicle within the Twin Cities area (or St. Cloud, if applicable to position)? (Ex: to other properties, run errands, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you willing to work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No
Salary Desired:	Date available to begin work:

### C. EDUCATION

Name & Address of School Attended	Did you graduate?	List Diploma or Degree
High School	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending	
College or University	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending	
Trade or Other	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending	

## D. PROFESSIONAL REFERENCES

List three **work-related persons** with direct knowledge of your qualifications and work abilities (excluding relatives):

Printed Name:	Company:	Title:	Phone Number:
			( )
			( )
			( )

## YOUR EMPLOYMENT HISTORY

Please list below your Employment History **beginning with your most recent employer**. Account for all periods of time, including **part-time work, military service or unemployment**. If additional space is needed, please attach supplemental information. **NOTE:** Resumes may be included, but do not fully take the place of an Application.

### E. CURRENT EMPLOYER NAME & ADDRESS

May we contact for reference?  Yes  No

Company:		Company Address:	
Job Title:	Supervisor:	Phone Number: ( )	
Start Date: MONTH:                      YEAR:	End Date: MONTH:                      YEAR:		
Description of Your Duties:			
Reason For Leaving:			

### F. EMPLOYER NAME & ADDRESS

Company:		Company Address:	
Job Title:	Supervisor:	Phone Number: ( )	
Start Date: MONTH:                      YEAR:	End Date: MONTH:                      YEAR:		
Description of Your Duties:			
Reason For Leaving:			

### G. EMPLOYER NAME & ADDRESS

Company:		Company Address:	
Job Title:	Supervisor:	Phone Number: ( )	
Start Date: MONTH:                      YEAR:	End Date: MONTH:                      YEAR:		
Description of Your Duties:			
Reason For Leaving:			

## H. EMPLOYER NAME & ADDRESS

Company:	Company Address:	
Job Title:	Supervisor:	Phone Number: (      )
Start Date: MONTH:                      YEAR:	End Date: MONTH:                      YEAR:	
Description of Your Duties:		
Reason For Leaving:		

## I. LIST SPECIAL SKILLS, QUALIFICATIONS & CERTIFICATIONS


## RELEASE AND CONSENT

I understand and certify that all information supplied in this application, and any attached resume, is complete and correct. Any false, misleading or incomplete information furnished by me regarding this application may result in the rejection of this application or, if employed, dismissal. I understand that in consideration of my employment, I agree to conform to the rules and regulations of the Employer, and further agree that my employment and compensation are At-Will, meaning employment can be terminated, with or without cause, and with or without notice, at any time at the option of either the Employer or myself. I understand and agree that these terms can only be modified in writing and signed by the company's President. No supervisor, representative, agent, or other employee of the Employer has now or has had in the past the authority to enter into any agreement for employment for a specified period of time, or to make any agreement which is contrary to or in modification of the above terms, nor can any policies or practices of the Employer either written or oral, modify the above terms.

If required, I understand and agree to take any physical examination, and pre-employment testing, including drug screening test, all such tests will be administered in compliance with the Americans With Disabilities Act.

I understand and hereby authorize all persons, schools, companies, employers, and/or their representatives to furnish verification to the Employer, its representatives or agents, any and all information set forth in this application and/or attached resume. In addition, I hereby agree to hold harmless and to release from all liability all said persons, schools, companies, employers and/or their representatives from any and all claims that I may have, or which may arise, against any and/or all of them, including the Employer, as a result of them furnishing information to the Employer. I authorize the Employer, should they employ me, to release employment references, regardless of my employment status. I also authorize the Employer to conduct credit, police, criminal and driving record inquiries, or any other employment related inquiries in compliance with the provisions of the Fair Credit Reporting Act, 15 U.S.C. Section 1681, et. seq. I understand that the decision to hire me, including my continued employment, will be subject to the results of these inquiries.

I understand this application will be active for employment consideration for 30 days. After 30 days, if I wish to be considered for employment, I must contact the Employer to determine if applications are being accepted.

I have read, understand and agree with this statement.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date