

Holbrook Heights Community Association

EMPLOYMENT APPLICATION

Holbrook Heights Community Association is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

PERSONAL

Last Name First MI SS#

Other Names Used Home Phone

Address (street) City ZIP Cell Phone

Email: Alt. Phone

Position Applied For Referred By Salary Desired

Have you ever interviewed with HHCA before? If yes, list date(s), job title(s) & location(s)
Yes No

Have you ever been employed HHCA before? If yes, list date(s), job title(s) & location(s)
Yes No

Do you have any relatives employed by HHCA? If yes, provide name here
Yes No

Are you at least 18 years old? If under 18, do you have a work permit?
Yes No Yes No

EDUCATION

Circle highest grade completed High School 9 10 11 12
College, Trade or Business 1 2 3 4
Graduate Study (field of study)

Name of High School: Address: Year Graduated

Name of College: Address: Degree

Name of vocational/
trade/business school: Address: License / Certificate

List any professional designations:

Other special knowledge, skills, qualifications or certificates held:***

List computer skills, applications used MAC or PC:

EMPLOYMENT HISTORY

List employment history for last 10 years, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in place of completing this form.

Employed from:	Employer Name	Supervisor Name	Starting Salary
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Employed Until	Employer Address	Supervisor Phone #	Ending Salary
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Job title:	Reason for leaving
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Duties & Responsibilities:

Employed from:	Employer Name	Supervisor Name	Starting Salary
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Employed Until	Employer Address	Supervisor Phone #	Ending Salary
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Job title:	Reason for leaving
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Duties & Responsibilities:

Employed from:	Employer Name	Supervisor Name	Starting Salary
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Employed Until	Employer Address	Supervisor Phone #	Ending Salary
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Job title:	Reason for leaving
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Duties & Responsibilities:

EMPLOYMENT HISTORY (continued)

Employed from:	Employer Name	Supervisor Name	Starting Salary
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Employed Until	Employer Address	Supervisor Phone #	Ending Salary
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Job title:	Reason for leaving
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Duties & Responsibilities:

Employed from:	Employer Name	Supervisor Name	Starting Salary
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Employed Until	Employer Address	Supervisor Phone #	Ending Salary
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Job title:	Reason for leaving
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Duties & Responsibilities:

Employed from:	Employer Name	Supervisor Name	Starting Salary
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Employed Until	Employer Address	Supervisor Phone #	Ending Salary
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Job title:	Reason for leaving
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Duties & Responsibilities:

GENERAL

Yes

No

May we contact your current/last employer for reference?

If hired, will you be able to work weekends and overtime?

Will you be able to perform the essential job functions for the position you are applying for with reasonable accommodations?

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by the court? (A "yes" response does not automatically disqualify your application)

CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that, in the event of my employment by Holbrook Heights Community Association, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize Holbrook Heights Community Association to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to Holbrook Heights Community Association and will hold Holbrook Heights Community Association and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize Holbrook Heights Community Association to obtain any credit and consumer check.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with Holbrook Heights Community Association is intended to create an employment contract between myself and Holbrook Heights Community Association under which my employment could be terminated only for cause. On the contrary, I understand and agree that if hired, my employment will be terminable at will and may be terminated by me or Holbrook Heights Community Association at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide the original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature

Date