

# ~VINTAGE PARK~

## Application for Employment

Thank you for your interest in employment with **VINTAGE PARK APARTMENTS**. We are an equal opportunity employer and give employment and promotional consideration without regard to race, color, sex, religion, age, disability, disabled veterans, veterans of the Vietnam era, and any other protected class as required by local, state, or federal law. We seek applicants for employment who are dedicated, hardworking and looking for fulfilling employment. In return, **VINTAGE PARK APARTMENTS** offers competitive wages, an excellent work environment and the opportunity to grow with the company.

It is the policy of this Community to hire only those who are authorized to work in the United States. Any offer of employment, if made, will be conditional upon your immediate production of documentation to prove your eligibility status under the IMMIGRATION REFORM AND CONTROL ACT of 1986. VINTAGE PARK IS AN EQUAL OPPORTUNITY EMPLOYER.

(PLEASE PRINT)

Position: \_\_\_\_\_ Date \_\_\_\_\_

**NAME:**

LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

**ADDRESS:**

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_

BEST TELEPHONE NUMBER TO REACH YOU: \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Have you filed an application with Vintage Park before?  Yes  No

Have you ever been employed with us before?  Yes  No

May we contact your present employer?  Yes  No

On what date would you be available for work? \_\_\_\_\_

Check the times you are available to work:  Full Time  Part Time  Shift Work  Temporary

Can you travel if a job requires it?  Yes  No

Employment is conditional upon meeting the eligibility requirements for the Employee Fidelity Bond. Have you been convicted of a crime or violation other than a traffic violation?  Yes  No

If yes, please explain: *(Conviction will not necessarily disqualify an applicant from employment.)* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION**                      **High School**                      **Trade School**                      **College**                      **Other**

SCHOOL NAME AND  
 LOCATION

| Years Completed  | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |  |
|--|---|---|----|----|----|---|---|---|---|---|---|---|---|---|---|---|---|--|
| Diploma / Degree   |   |   |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |  |
| Describe Course of Study   |   |   |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |  |
| Describe any specialized training<br><u>You have completed that are</u><br>Relevant to this position |   |   |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |  |
| <b><u>References:</u></b>  |   |   |    |    |    |   |   |   |   |   |   |   |   |   |   |   |   |  |

Provide name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you ever had any job related training in the United States military?                       Yes     No

If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you capable of performing the essential functions of this position with or without reasonable accommodations?

Yes  No

VINTAGE PARK APARTMENTS IS OPEN 24 HOURS A DAY—365 DAYS PER YEAR. THIS MEANS OUR EMPLOYEES MAY HAVE TO WORK DAYS, EVENINGS, OVERNIGHTS, WEEKENDS, AND/OR HOLIDAYS...SOMETIMES AT SHORT NOTICE. Please tell us now if you have any scheduling considerations that may prevent you from being scheduled any certain days or times:

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**EMPLOYMENT HISTORY STARTING WITH YOUR CURRENT/MOST RECENT JOB:**  
**(use additional pages if necessary)**

NAME OF EMPLOYER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_  
SUPERVISOR NAME: \_\_\_\_\_  
HIRE DATE: \_\_\_\_\_ SEPARATION DATE: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
HOURLY WAGE OR SALARY: \_\_\_\_\_  
MAY WE CONTACT THIS EMPLOYER? \_\_\_\_\_

NAME OF EMPLOYER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_  
SUPERVISOR NAME: \_\_\_\_\_  
HIRE DATE: \_\_\_\_\_ SEPARATION DATE: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
HOURLY WAGE OR SALARY: \_\_\_\_\_  
MAY WE CONTACT THIS EMPLOYER? \_\_\_\_\_

NAME OF EMPLOYER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_  
SUPERVISOR NAME: \_\_\_\_\_  
HIRE DATE: \_\_\_\_\_ SEPARATION DATE: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
HOURLY WAGE OR SALARY: \_\_\_\_\_  
MAY WE CONTACT THIS EMPLOYER? \_\_\_\_\_

### Authorization for Release of Employment Information

If you have been unemployed at any time since leaving school, please indicate what you were doing during this time:

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I hereby authorize the following companies to release all information to the Community. I also understand that this authorization is valid for 60 days.

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

I waive any liability to the Companies listed above, and its employees, from any claims of action for disclosure of information that could adversely affect any new employment opportunity.

## Applicant's Statement:

I certify that the above information is true and correct and give authorization for investigation of all statements and information contained in this application, my resume, and other documents (or information verbally obtained during an employment interview).

I voluntarily consent to allow the community, or any of their representatives or agents to check my references by contacting any persons, company or governmental entity they deem to be an appropriate reference.

I understand the references questions may pertain to my personal or educational background, work experience, character and behavior.

I understand my employment is subject to satisfactory verification of this information and agree that deliberate falsification of this document or significant omissions shall be grounds for employment consideration disqualification or dismissal from employment, if discovered at a later date.

I pledge, if hired, to comply with the guidelines of conduct and company policies and procedures of the community. I also realize that company policies, procedures, practices or statements made during an interview or employment do not create an employment contract by implication or otherwise.

I further understand and agree that my employment is for no definite period of time and may, regardless of time and manner, be terminated by the company or myself with or without cause or previous notice.

I understand that employment may be subject to satisfactory completion of a physical examination and/or drug screening by company physicians.

I understand that this application will be kept in a current file for thirty days. If not contacted during that period of time, it may necessary to complete another application to receive further employment consideration.

SIGNATURE OF APPLICANT: \_\_\_\_\_ Date \_\_\_\_\_