

Campus Living Villages

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

| | | | | | |
|--------------------------------------------|--------|-----------------------------------|---------------------|----------------------------------|----------|
| Position(s) Applied For | | | Date of Application | | |
| How Did You Learn About Us? | | | | | |
| <input type="checkbox"/> Advertisement | | <input type="checkbox"/> Friend | | <input type="checkbox"/> Walk-In | |
| <input type="checkbox"/> Employment Agency | | <input type="checkbox"/> Relative | | <input type="checkbox"/> Other | |
| Last Name | | First Name | | Middle Name | |
| Address | Number | Street | City | State | Zip Code |
| Telephone Number(s) | | | | Social Security Number | |

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If yes, give date _____

Have you ever been employed with us before? Yes No

If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

| | Name and Address Of School | Course of Study | Years Completed | Diploma Degree |
|--------------------------|-------------------------------|-----------------|--------------------|-------------------|
| High School | | | | |
| Undergraduate College | | | | |
| Graduate Professional | | | | |
| Other (Specify) | | | | |

| Indicate any foreign languages you can speak, read and/or write | | | |
|-----------------------------------------------------------------|--------|------|------|
| | Fluent | Good | Fair |
| Speak | | | |
| Read | | | |
| Write | | | |

| Describe any specialized training, apprenticeship, skills and extra-curricular activities. |
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| Describe any job-related training received in the United States military. |
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Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, handicap or other protected status.

| | | | | |
|------------------------------------------------------------------------------------|------------|-----------------------|-------|----------------|
| 1. Employer | | Dates Employed | | Work Performed |
| Address | | From | To | |
| Telephone Number(s) | | | | |
| Job Title | Supervisor | Hourly Rate/Salary | | |
| | | Starting | Final | |
| Reason for Leaving | | | | |
| 2. Employer | | Dates Employed | | Work Performed |
| Address | | From | To | |
| Telephone Number(s) | | | | |
| Job Title | Supervisor | Hourly Rate/Salary | | |
| | | Starting | Final | |
| Reason for Leaving | | | | |
| 3. Employer | | Dates Employed | | Work Performed |
| Address | | From | To | |
| Telephone Number(s) | | | | |
| Job Title | Supervisor | Hourly Rate/Salary | | |
| | | Starting | Final | |
| Reason for Leaving | | | | |
| 4. Employer | | Dates Employed | | Work Performed |
| Address | | From | To | |
| Telephone Number(s) | | | | |
| Job Title | Supervisor | Hourly Rate/Salary | | |
| | | Starting | Final | |
| Reason for Leaving | | | | |
| If you need additional space, please continue on a separate sheet of paper. | | | | |

List professional, trade, business or civic activities and offices held. (You may exclude memberships that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check Skills/Equipment Operated

| | | | |
|--------------------------------------|------------------------------------------------|----------------------------------------|---------------|
| <input type="checkbox"/> MS Word | <input type="checkbox"/> Other Word Processing | Production/Mobile Machinery (list): | Other (list): |
| <input type="checkbox"/> MS Excel | <input type="checkbox"/> Multi-line Phone | _____ | _____ |
| <input type="checkbox"/> Power Point | <input type="checkbox"/> Accounting | _____ | _____ |
| <input type="checkbox"/> Graphics | <input type="checkbox"/> Fax | _____ | _____ |

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

Yes No

References

1. _____ ()
(Name) Phone #

(Address)
2. _____ ()
(Name) Phone #

(Address)
3. _____ ()
(Name) Phone #

(Address)

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

*I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date