

EMPLOYMENT APPLICATION

ROOKWOOD PROPERTIES

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, citizenship or immigration status, or any other protected classification, in accordance with applicable federal, state, and local laws.

By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees.

Position(s) applied for		Date of application	
Print full name			
Street address		City	State
Main phone number		Alt. phone number	Email

Employment Experience

Please list the names of your present or previous employers in chronological order with the present or most recent employer listed first. Be sure to account for all periods of time. If self-employed, give the firm name and supply business references. Add an additional page if necessary.

Name of employer	Supervisor	May we contact?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Street address			
Phone number		Dates employed (month/year)	
		From	To
Job title and duties		Reason for leaving	

Name of employer	Supervisor	May we contact?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
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		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
Phone Number	Dates employed (month/year)	
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Employment Information

1. Have you ever been involuntarily terminated or asked to resign from any job? Yes No If yes, please explain.

2. Please explain any gaps in your employment history.

3. Please list any other experience, job-related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment.

Education

Please describe your educational background in the table provided below.

	School name	Diploma/ degree (Yes/No)	Area of study/ major	Specialized training, skills, or extracurricular activities
High school				
College/ university				
Graduate/ professional school				
Trade school				
Other				

Business and Professional References

Please list three professional references of individuals who are *not* related to you.

Name and title	Relationship	Phone number or email

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Personal References

Please list three people who know you well.

Name and title	Relationship and years acquainted	Phone number or email

General Information

1. Have you ever used another name? Yes No If yes, names:
2. Have you ever been convicted of any crime (excluding minor traffic violations) including driving while under the influence of alcohol or drugs? Yes No
If yes to either of the above, please explain:
3. Have you ever worked for this company before? Yes No
If yes, please provide dates and positions:
4. Do you have friends and/or relatives working for this company? Yes No
If yes, name(s) and relationship(s):
5. On what date are you available to begin work? _____
6. How did you hear about this job? _____

Days/hours available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

6. Are you available to work? Full-time Part-time Shift work Temporary
7. Can you travel if the position requires it? Yes No
8. Can you relocate if the position requires it? Yes No
9. Are you at least 18 years old? Yes No
Note: If under 18, hire is subject to verification that you are of minimum legal age.
10. If hired, can you present evidence of your identity and legal right to work in this country?
 Yes No
11. How did you learn about our company and/or position?
12. Were you referred by an employee? Yes No If yes, who?
13. Driver's license number: _____ State: _____ License Currently Valid? Yes No
14. Are presently employed? Yes No – Employer: Name: _____

Capability /Reliability

1. Would you be willing and able to perform all of the tasks required by the job you are applying for? Yes No
2. Would you be willing and able to report to work on time every day on a regular and consistent basis? Yes No
3. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation?
 Yes No
4. If hired, would you have a reliable means of transportation to and from work? Yes No
Note: We comply with the Americans with Disabilities Act and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.
5. Are you willing to be On-Call
Yes No If no, explain.

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Applicant Statement and Agreement

Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to the company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

_____ In the event of my employment with the company, I understand that I am required to comply with all rules and regulations of the company.

_____ If hired, I understand and agree that my employment with the company is at will and that neither I nor the company is required to continue the employment relationship for any specific term. I further understand that the company or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

_____ I understand that the safety of employees is extremely important to the company and that the company is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health.

_____ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States and that federal immigration law requires me to complete an I-9 Form in this regard.

_____ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed, and the remainder of this Agreement shall be enforceable.

My signature attests to the fact that I have read, understand, and agree to all of the above terms.

Signature: _____

Name (print): _____

Date: _____