

EMPLOYMENT HISTORY Provide employment information, including military service, for the last 15 years, starting with the most recent employer first. If you've held more than four jobs, provide this information on another sheet and attach to this Application Form.

Present or Last Employer

If current employer, may we contact? Yes No

Name of Employer	Phone Number
Address	City / State / Zip
Employment Dates (Month/Year)	Ending Pay Rate
Title of Position	Name and Title of Supervisor

Description of duties, responsibilities and significant accomplishments

Reason for leaving

Next Previous Employer

Name of Employer	Phone Number
Address	City / State / Zip
Employment Dates (Month/Year)	Ending Pay Rate
Title of Position	Name and Title of Supervisor

Description of duties, responsibilities and significant accomplishments

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Description of duties, responsibilities and significant accomplishments

Reason for leaving

REFERENCES (At least two must be professional references that are not related to you)

Name		Title and Company (if professional reference)			Phone Number	
Address		City	State	Zip	Years Known	Professional <input type="checkbox"/> Personal <input type="checkbox"/>
Name		Title and Company (if professional reference)			Phone Number	
Address		City	State	Zip	Years Known	Professional <input type="checkbox"/> Personal <input type="checkbox"/>
Name		Title and Company (if professional reference)			Phone Number	
Address		City	State	Zip	Years Known	Professional <input type="checkbox"/> Personal <input type="checkbox"/>
Name		Title and Company (if professional reference)			Phone Number	
Address		City	State	Zip	Years Known	Professional <input type="checkbox"/> Personal <input type="checkbox"/>

CONVICTION RECORD STATUS

All applicants and employees must, as a condition of employment, inform the organization of all convictions. This includes all convictions received within the past seven years, and while your application is pending.

Have you ever been convicted of, and/or plead guilty to, a felony or misdemeanor in the past seven years? Yes No

If you answered 'yes' and have been convicted of a felony or misdemeanor, please provide additional information such as the crime(s), date(s), court location, sentencing information, disposition of sentence, and rehabilitation completed. **Please note that a 'yes' answer to this question does not necessarily disqualify an applicant from employment with the organization.** Factors that will be taken into account include the nature of the conviction as it relates to the job applied for, the amount of time that has elapsed since the conviction and/or completion of sentence, the seriousness of the offense, and any other job-related reasons. The nature of the violation and all other appropriate circumstances will be considered. The organization reserves the right to reject individuals for employment based on job-related convictions.

Date of Offense	County and State in which Offense Occurred	Conviction/Explanation	Rehabilitation Completed

READ CAREFULLY AND SIGN BELOW

I hereby certify that all of the information I have provided on this Application Form is accurate and complete to the best of my knowledge. I understand that any misrepresentation or omission of facts will disqualify me from further consideration of employment, withdrawal of any offer of employment, or termination of employment, if already hired.

I authorize verification of all of the information I have provided on this Application Form and understand that additional information may be obtained to consider my application for employment. I authorize all previous employers, educational institutions, references, third parties acting on behalf of **Hawthorne Valley Association**, and other persons who have knowledge of me or my records to provide any and all information pertinent to my employment and release the same from any liability resulting from providing such information. I also release **Hawthorne Valley Association** and all of its employees from all liability for any damage that may result from reliance on the information furnished.

If employed by **Hawthorne Valley Association**, I agree to abide by its policies, procedures, rules, and regulations. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated by me or the organization at any time with or without cause or notice. I further understand that no policy, rule, or benefit contained in the **Hawthorne Valley Association** employee handbook, benefit plans, or other written documents should be considered an employment contract for any period of time.

Date _____ Signature of Applicant _____