

APPLICATION FOR EMPLOYMENT

Vintage Realty Company considers 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"/> Employment Agency	<input type="checkbox"/> Relative
<input type="checkbox"/> Walk-In	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		E-mail address

(Circle Answers)

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? _____

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? Yes No

Proof of citizenship or immigration status will be required upon employment

On what date would you be available for work? _____

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

Are you currently on "lay-off" status subject to recall? Yes No

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 for employment

If yes, please explain _____

EDUCATION:

High School	Years Completed	Field of Study	Graduate or Degree
College/University	Years Completed	Field of Study	Graduate or Degree
Business/Technical	Years Completed	Field of Study	Graduate or Degree
Other	Years Completed	Field of Study	Graduate or Degree
Other	Years Completed	Field of Study	Graduate or Degree

Military Service: (Circle One) YES NO

If Yes, describe Duty/ Specialized training: _____

REFERENCES: (List two personal references who are not relatives or former supervisors)

Name	Address	Telephone	Occupation	Years known
Name	Address	Telephone	Occupation	Years known

EMPLOYMENT EXPERIENCE

List last employment first. Include summer or temporary jobs, any job-related military service assignments and/or volunteer activities. Be sure all your experience or employers related to this job are listed here, in the summary section below, or use an extra sheet of paper if necessary.

1. Employer	Dates Employed	Supervisor
Address		
Telephone Number(s)	Hourly Rate/Salary (Starting/Final)	
Job Title	Work Performed/Duties/Skills	
Reason for Leaving		

2. Employer	Dates Employed	Supervisor
Address		
Telephone Number(s)	Hourly Rate/Salary (Starting /Final)	
Job Title	Work Performed/Duties/Skills	
Reason for Leaving		

3. Employer	Dates Employed	Supervisor
Address		
Telephone Number(s)	Hourly Rate/Salary (Starting /Final)	
Job Title	Work Performed/Duties/Skills	
Reason for Leaving		

4. Employer	Dates Employed	Supervisor
Address		
Telephone Number(s)	Hourly Rate/Salary (Starting /Final)	
Job Title	Work Performed/Duties/Skills	
Reason for Leaving		

Summarize other employment related to the job are applying for, if any:

Types of computers, other electronic or mechanical equipment that you are qualified to operate or repair:

Professional Licenses, Certification or Registrations: (include certificate numbers and expiration dates if applicable)

Additional expertise including supervision skills, other languages, or information regarding the career/occupation you wish to bring to Vintage Realty Company's attention:

In case of accident or illness please contact:

Name _____ Daytime phone _____

Address _____ Relationship _____

List Professional, trade, business, or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

APPLICANTS 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. If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the U.S., have a physical examination and/or drug test and sign a conflict of interest agreement and abide by its terms.

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 the 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.

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 this time.

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.

I understand and agree to the information shown above:

Signature of Applicant _____ Date _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

FOR PERSONNEL DEPARTMENT USE ONLY:

Remarks _____ Arrange Interview _____ Yes _____ No _____

Interviewer _____ Date _____

Employed Yes _____ No _____ Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____
Name and Title _____ Date _____