

APPLICATION FOR EMPLOYMENT

Position Applying for: _____ Date: _____

PERSONAL DATA

Name: _____
(Last) (First) (MI)

Address: _____
(Street) (City) (State) (Zip)

Email: _____ Home Phone: _____ Cell Phone: _____

Are you 18 years or older? ☐ Yes ☐ No

Are you a legal citizen of the United States and/or have a valid visa to work in the United States? ☐ Yes ☐ No

EMPLOYMENT INFORMATION

How were you referred to us? _____ When are you available to start? _____

Are you looking for full time? ☐ Yes ☐ No

Are you available to work 6:00 a.m. - 4:30 p.m.? ☐ Yes ☐ No

Are you looking for part time? ☐ Yes ☐ No

Are you able to work overtime as needed? ☐ Yes ☐ No

Have you worked for Homecrest before? ☐ Yes ☐ No

If Yes: Position Held/When: _____

EDUCATION

Highest Grade Completed (Check One): ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Highest Year Completed in College/Other (Circle One): ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th ☐ Graduate

Name of School	City/State	(Yes or No)	Course of Study
High School _____	_____	_____	_____
College _____	_____	_____	_____
Other _____	_____	_____	_____

MILITARY SERVICE

Dates of Service: From: _____ To: _____ Present Reserve or
Selective Service Status: _____

Duties Performed: _____

OTHER INFORMATION (List below any other information that you feel Homecrest should know, but could not list elsewhere.)

JOB RELATED SKILLS

PAST EMPLOYMENT

This application may not be considered unless all questions are answered in this section. Telephone numbers given for past employers should be accurate, as we will make every effort to contact them as necessary.

MOST RECENT EMPLOYER

Company Name: _____ City: _____ State: _____

Dates of Employment: From: _____ To: _____ Job Title: _____

Supervisor: _____ Job Duties: _____

Wage: _____ Phone: _____ Reason for Leaving: _____

SECOND MOST RECENT EMPLOYER

Company Name: _____ City: _____ State: _____

Dates of Employment: From: _____ To: _____ Job Title: _____

Supervisor: _____ Job Duties: _____

Wage: _____ Phone: _____ Reason for Leaving: _____

THIRD MOST RECENT EMPLOYER

Company Name: _____ City: _____ State: _____

Dates of Employment: From: _____ To: _____ Job Title: _____

Supervisor: _____ Job Duties: _____

Wage: _____ Phone: _____ Reason for Leaving: _____

REFERENCES *(Please include only those who are work related and not related to you.)*

Name	Email/Phone	Years Acquainted
_____	_____	_____
_____	_____	_____

CERTIFICATION AND RELEASE - APPLICANT *(Please read the following carefully before signing this application.)*

- I certify the information given by me is true in all respects. I understand that the misrepresentation or omission of facts on this application, on my resume, or during any stage of the hiring process will eliminate me from further consideration or, if discovered after hire, may result in the termination of my employment.
- I understand that the information contained in this employment application or my being invited to participate in any stage of the hiring process is NOT intended to create an employment contract between this company and myself. If an employment relationship is established, I understand that I have the right to terminate my employment at any time, for any reason or no reason, with or without notice, and this company has the right to terminate my employment at any time, for any reason or no reason, with or without notice. This company's policies and procedures, including employment at-will, cannot be modified in any way without expressed written intent to do so by the CEO of this organization.
- I understand that an offer of employment is contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States and upon passing a drug test. I understand that the illegal use of drugs is prohibited during employment and I am willing to submit to drug testing at any time during employment.
- I authorize this company and its representatives to contact my prior employers, former supervisors and company personnel, schools, and all others for the purpose of verifying the information I have supplied during the selection process and for obtaining job-related information regarding my knowledge, skills, abilities, performance of duties, and compliance with policies. I authorize my prior employers to provide this company any job-related information, personal or otherwise, they may have regarding me and I release this company and them from any liability resulting from the release of this information.

SIGNATURE: _____ DATE: _____

Homecrest Outdoor Living, LLC is an equal opportunity/affirmative action employer. The company is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. To comply with these laws, we invite you to voluntarily self-identify your gender, race, or ethnicity as set forth below. **Self-identification is voluntary and there will be no negative consequences if you elect not to disclose this information.** The information obtained will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, the data will not identify any specific individual.

Homecrest Outdoor Living, LLC does not discriminate on the basis of age, color, race, creed, gender, national origin or ancestry, religion, sexual orientation, marital status, registered domestic partner status, veteran status, physical or mental disability, medical condition including genetic characteristics, status with regard to public assistance, or any other consideration made unlawful by federal, state, or local laws. Homecrest Outdoor Living, LLC makes all employment decisions on the basis of job-related criteria. Neither information disclosed on this form, nor refusal to complete this form, will affect any hiring, transfer, promotion, compensation, or other employment decision.

Position Applied for: _____ Date: _____

VOLUNTARY SELF IDENTIFICATION.

We invite you to voluntarily self-identify under the classifications below (which is information we need to file the required annual EEO-1 report).

1. **Sex (Check One):** ☐ Male ☐ Female ☐ Decline to disclose
2. **Disability: Please check the description that most closely corresponds to the group with which you identify.**
 - ☐ **Individual with a Disability:** any person who has a physical, sensory, or mental impairment which "materially" (Minnesota) or "substantially" (Federal) limits one or more major life activity or has a record of or is regarded as having such an impairment. "Individual with a Disability" does not include an alcohol or drug abuser whose current use of alcohol or drugs renders that individual a direct threat to property or to the safety of others.
 - ☐ **Not an Individual with a Disability**
 - ☐ **I do not wish to answer questions regarding disability**
3. **Veteran Status:**
 - ☐ Disabled veteran
 - ☐ Recently separated veteran
 - ☐ Active-duty wartime or campaign badge veteran, and
 - ☐ Armed Forces service medal veteran
 - ☐ Not a Veteran
4. **Ethnicity (Check One):**
 - ☐ **Hispanic or Latino** - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race
 - ☐ **Not Hispanic or Latino**
5. **Race (Check all that apply):**
 - ☐ **American Indian or Alaska Native** - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
 - ☐ **Asian** - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam
 - ☐ **Black or African American** - a person having origins in any of the black racial groups of Africa
 - ☐ **Native Hawaiian or Other Pacific Islander** - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands
 - ☐ **White** - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa
 - ☐ **Two or More Races**