

Employment Application

(PLEASE PRINT)

Date of Application _____ Position(s) Applied For _____

Referral Source: _____ Advertisement _____ Employment Agency _____ Other
_____ Friend _____ Relative _____ Walk-In

Personal Information:

Name: _____
LAST FIRST MIDDLE

Address: _____
NUMBER STREET CITY STATE ZIP CODE

Telephone (___) _____ Social Security Number _____

Employment Information:

If employed and you are under 18, can you furnish a work permit? Yes _____ No _____

Have you filed an application here before? Yes _____ (If Yes give date) No _____

Have you ever been employed here before? Yes _____ (If Yes give date) No _____

Are you employed now? Yes _____ No _____ May we contact your present employer? Yes _____ No _____

Are you legally eligible to work in the United States & can you furnish proof? 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: (Circle One) Full Time Part-Time

Can you travel if a job requires it? Yes _____ No _____

Indicate what languages you speak, read, and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

Professional Affiliations:

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

(You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status):

References:

Give name, address, and telephone number of three references that are not related to you, they can be former employers:

Name	Address	Phone Number	Relationship/ Occupation	Years Known

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience:

Skill	Last used	Skill level*

* Beginner, Intermediate, Expert. Some of these skills you may be tested on.

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names, which indicate race, color, religion, gender, national, origin, handicap, or other protected status.

Company Name	Employment Dates From To	Salary Start / End	Name and Title of Supervisor
Phone	Describe your duties:		
Reason for leaving			
<hr/>			
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Education

	Name and Location of School	Course of Study or Major	# of Years Completed	Diploma/ Degree
Elementary				
High School				
College				
Graduate				
Vocational				
Special Training Apprenticeships or workshops				

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

****PLEASE READ CAREFULLY BEFORE SIGNING****

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate, and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended that such employment is at will, for no specified duration and may be terminated by either DIMEO PROPERTIES or myself at any time, with or without cause or notice.

In consideration for employment, if employed, I agree to conform to the rules, regulations, policies and procedures of DIMEO PROPERTIES at all times and understand that such obedience is a condition of employment. I understand that attendance and punctuality are considered essential requirements of every job at DIMEO PROPERTIES and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employments tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to DIMEO PROPERTIES and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

Name and number of person completing this form if other than applicant: _____

DIMEO PROPERTIES IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR ANY OTHER STATUS PROTECTED BY LAW.

For Personnel Department Use Only

Arrange Interview: Yes _____ No _____

Remarks: _____

INTERVIEWER DATE: _____

Employed: Yes _____ No _____ Job Title Department: _____ Date of Employment _____

Hourly Rate/ _____ Full/Part Time _____

By _____

NAME

TITLE

DATE