

EDUCATIONAL HISTORY

GRADUATED?

	NAME & LOCATION	MAJOR COURSE OR SUBJECT	YES	NO	DEGREE
High School					
Technical/Trade					
College(s)					
Other					

EMPLOYMENT RECORD

Starting with present or most recent, please list all previous employers. If more space is required, you may continue onto a separate sheet. A resume may be included, but this application must still be completed in full.

Last/Present Company:	Type of business	Dates Worked
Address		Phone
Supervisor's Name & Title		Phone
Title & Job Description		Base Salary \$ _____ per
Reason for leaving		

Company:	Type of business	Dates Worked
Address		Phone
Supervisor's Name & Title		Phone
Title & Job Description		Base Salary \$ _____ per
Reason for leaving		

Company:	Type of business	Dates Worked
Address		Phone
Supervisor's Name & Title		Phone
Title & Job Description		Base Salary \$ _____ per
Reason for leaving		

PROFESSIONAL REFERENCES

Give the names of three persons NOT related to you, whom you have known or worked with in a professional capacity for at least two years.

NAME/OCCUPATION	HOW AQUAINTED	YEARS AQUAINTED	PHONE

I certify that all the information submitted by me on this application is true and complete. I understand that any false information, omissions, or misrepresentations on this application or on any other required document will result in the denial of employment and/or dismissal from service.

I hereby give Highland Springs Community Association the right to investigate all statements in this application and to secure any necessary information from all my employers and references. I hereby release all those employers and references and Highland Springs Community Association from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualification, and my suitability for employment with Highland Springs Community Association.

I understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between Highland Springs and myself. In consideration of employment, I agree to conform to the company's rules and regulations. I further understand and agree that if I am hired by Highland Springs, the duration of my employment is indefinite, and my employment relationship is terminable at will, which means that I may resign at any time and Highland Springs may terminate my employment at any time with or without cause and with or without notice. I also understand that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company.

SIGNATURE OF APPLICANT

DATE