



# Employment Application

Date: \_\_\_\_\_

## Applicant Information

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
\_\_\_\_\_  
City State ZIP Code

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Social Security Number \_\_\_\_\_ Desired Wage: \$ \_\_\_\_\_

Desired Position: \_\_\_\_\_ Date Available for work: \_\_\_\_\_

Are you a citizen of United States? Yes  No  If no, are you authorized to work in U.S.? Yes  No

Have you ever worked for Courtyard Village? Yes  No  If yes, when? \_\_\_\_\_

Do you know anyone who works or has worked for Courtyard Village? Yes  No  If yes, who? \_\_\_\_\_

Emergency Contact: Name/relationship/phone # \_\_\_\_\_

## Education History

Name & Location of High School: \_\_\_\_\_ Did you graduate? Yes  No

Name & Location of College: \_\_\_\_\_ Did you graduate? Yes  No

Degrees Completed: \_\_\_\_\_ Other Subject Studied: \_\_\_\_\_

## References

Please list three professional references:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

## Employment History

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Wage: \$ \_\_\_\_\_ Ending Wage: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference? Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Wage: \$ \_\_\_\_\_ Ending Wage: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference? Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Wage: \$ \_\_\_\_\_ Ending Wage: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for reference? Yes  No

## Disclaimer and Signature

**I certify that my answers are true and complete to the best of my knowledge.**

**I understand that after a conditional offer of employment is made, a CRA (consumer reporting agency) will be contacted for criminal history and verification of eligibility to work in the United States (E-Verify).**

**I understand that false or misleading information in my application or interview may result in adverse action procedures.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_