

The Villages, Inc.
conserving youth preserving nature

7240 SW 10th Avenue
Topeka, KS 66615
(785) 267-5900

APPLICATION FOR EMPLOYMENT

Instructions: Please print all information and complete every part of this application. If there is a question that does not apply to you, mark "N/A." Do not leave any question unanswered. You may provide additional information if necessary.

Today's date: _____ Date you can start: _____

Position applied for: _____

How did you hear of this position: Referred by _____
 Newspaper ad Internet Other: _____

Full-time Part-time Hourly salary desired \$ _____

Topeka homes Lawrence homes other: _____

PERSONAL INFORMATION

Name:

Home Address:

Home Phone: _____ Cell Phone: _____

E-Mail address: _____

List all names used in the past:

FOR OFFICE USE ONLY: Date application received: _____

Notes: _____

1st interview _____ 2nd interview _____ Action: _____

Please list the hours you are available for each day. (Please use a.m. or p.m.) If you are not available on a specific day, please write "no". Part-time employees are limited to 30 hours a week.

Sunday _____
Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____

Have you ever been convicted of a felony, or of any crime relating to theft or dishonesty, or involving acts of violence?* Yes No If yes, please explain:

**Note: A conviction record will not necessarily disqualify an applicant from employment. The circumstances of the conviction(s) will be considered in relation to the nature and duties of the job for which application is made.*

Are you a citizen of the United States, or specifically authorized to be employed in the United States?* Yes No

**Note: Federal law requires that you provide evidence and a sworn statement of your citizenship or work authorization if you are hired. Any offer of employment which you receive is contingent upon your providing this documentation and statement.*

In the last 5 years, have you lived in any state other than Kansas? No Yes
If you checked "Yes", list all states that you have resided in during the past 5 years:

EMPLOYMENT HISTORY

List your last three jobs, or your last ten years of employment, whichever provides more information. Begin with your current employer.

1. Current Employer name _____
Address _____ Telephone number _____
Job Title _____ Duties _____
Name of Supervisor _____
Dates employed (MM/YYYY) _____ to _____
Salary \$ _____ Reason for leaving _____
May we contact your current employer? Yes No

2. Employer name _____
Address _____ Telephone number _____
Job Title _____ Duties _____
Name of Supervisor _____
Dates employed (MM/YYYY) _____ to _____
Salary \$ _____ Reason for leaving _____

3. Employer name _____
Address _____ Telephone number _____
Job Title _____ Duties _____
Name of Supervisor _____
Dates employed (MM/YYYY) _____ to _____
Salary \$ _____ Reason for leaving _____

4. Employer name _____
Address _____ Telephone number _____
Job Title _____ Duties _____
Name of Supervisor _____
Dates employed (MM/YYYY) _____ to _____
Salary \$ _____ Reason for leaving _____

EDUCATION AND TRAINING

Name and address of high school _____

Did you graduate? Yes No
If "No," do you have a General Equivalency Diploma (GED)? Yes No

Please list technical or trade school, college, and post-graduate education, if any:

School/College	City/State	Level Completed	Degree	Major or Subjects
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OTHER SKILLS/TRAINING

List all applicable licenses or certificates held, including state, license or certificate type and date issued: _____

Describe any other training, volunteer experience or qualifications which may help you in the position applied for: _____

Describe any applicable computer hardware/software, equipment or office machine skills and proficiency level of those skills: _____

REFERENCES

Please list three professional references, other than relatives or friends or religious leaders, whom we can contact. ("Professional Connection" means the reference was your supervisor, your co-worker, your subordinate, etc.)

1. Name _____ Phone _____

Address _____

How long known? _____ Professional Connection _____

2. Name _____ Phone _____

Address _____

How long known? _____ Professional Connection _____

3. Name _____ Phone _____

Address _____

How long known? _____ Professional Connection _____

VETERAN STATUS

If you are a veteran of the armed forces of the United States, please provide the following information:

Military Branch: _____ Dates of Service: _____

Discharge Date: _____ Honorable Discharge? Yes No

AUTHORIZATIONS

Authorizations for previous employment release, driver's license, criminal background, CANIS and consumer credit checks may be a part of this application and are to be completed and submitted with the application.

ACKNOWLEDGMENT AND CERTIFICATION

By signing below, I certify that the 1) answers and information set out in this application are true and correct; 2) information submitted in my résumé (if attached), is true and correct; and 3) statements and information provided in my interview(s), if any, are true, accurate and complete to the best of my knowledge. I acknowledge that if any answer, statement or information is not true, accurate, correct or complete, I may not be hired, or if hired, I may be discharged.

I authorize the investigation of all statements provided during the process of this application. I voluntarily and knowingly, unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information.

This authorization shall be valid one year from the date signed and a photographic or faxed copy of the authorization shall be as valid as the original.

I understand that as a condition of employment, I will be required to show original documentation including a driver's license and social security card and eligibility to work in the United States.

I understand that this application is not a contract of employment and that no one within The Villages has the authority to make oral contracts of employment. If hired, my employment relationship with The Villages is terminable at-will, with or without cause, by either myself or The Villages.

I also understand that in the event I am offered a position with The Villages, employment is conditioned upon my passing a physical examination and TB test within 30 days of employment which will be administered by a health care professional selected and paid for by me.

Applicant Signature

Date