

LEISURE LAKE ASSOCIATION

EMPLOYMENT APPLICATION

EQUAL OPPORTUNITY EMPLOYER
AFFIRMATIVE ACTION EMPLOYER

HOW DO WE CONTACT YOU?

FULL NAME: _____

MAILING ADDRESS: _____

CITY: _____ ST _____ ZIP _____

HOME PHONE: _____ BUSINESS/CELL: _____

E-MAIL ADDRESS: _____

SOCIAL SECURITY NBR: _____

POSITION I AM APPLYING FOR

POSITION: _____ AVAILABLE DATE : _____

ARE YOU EMPLOYED NOW? YES NO If so, WHERE: _____

HAVE YOU EVER WORKED FOR THIS LAKE ASSOCIATION BEFORE? YES NO If so, WHEN: _____

REASON FOR LEAVING: _____

EMPLOYMENT AGREEMENT

ALL EMPLOYEES MUST UNDERSTAND THAT ALL HIRING AND PERSONNEL FILE PAPERWORK, A BACKGROUND CHECK

DO YOU UNDERSTAND THESE REQUIREMENTS AND AGREE TO FULFILL THEM? YES NO

	NAME & LOCATION OF SCHOOL	DATES ATTENDED	DIPLOMA EARNED
HIGH SCHOOL			
COLLEGE			
TRADE			
BUSINESS			

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL: _____

GENERAL EDUCATION

SPECIAL TRAINING: _____

SPECIAL SKILLS: _____

SUBJECT OF SPECIAL STUDY OR RESEARCH: _____

List 3 References not related to you.

PERIODS OF EMPLOYMENT

Describe your work experience in detail, beginning with your current or most recent job. Include any job related volunteer work. If applicable, indicate number of employees supervised. If needed, attach additional sheets using the same format. Resumes may be attached to provide additional information.

NAME OF PRESENT OR LAST EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

JOB TITLE: _____ SUPERVISOR NAME: _____

FROM: ___/___/___ TO: ___/___/___ HOURS PER WEEK: _____

DUTIES: _____

REASON FOR LEAVING: _____

NAME OF NEXT EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

JOB TITLE: _____ SUPERVISOR NAME: _____

FROM: ___/___/___ TO: ___/___/___ HOURS PER WEEK: _____

DUTIES: _____

REASON FOR LEAVING: _____

NAME OF NEXT EMPLOYER: _____

ADDRESS: _____ PHONE NO: _____

JOB TITLE: _____ SUPERVISOR NAME: _____

FROM: ___/___/___ TO: ___/___/___ HOURS PER WEEK: _____

DUTIES: _____

REASON FOR LEAVING: _____

BUSINESS REFERENCES

NAME

TITLE

BUS. RELATIONSHIP

PHONE

1.			
2.			
3.			

KNOWLEDGE/SKILLS/ABILITIES (KSAs)

LIST THE KSAs YOU POSSES WHICH ARE RELEVANT TO THE POSITION YOU SEEK, SUCH AS FLUENCY IN LANGUAGES.

HAVE YOU EVER RESIDED IN ANOTHER STATE IN THE LAST FIVE YEARS? IF SO PLEASE LIST BELOW. Yes No

IF YES, PLEASE LIST ANY OTHER STATES YOU HAVE RESIDED: _____

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME (FELONY OR MISDEMEANOR) NOT INCLUDING CIVIL CITATIONS, INCLUDING JUVENILE OFFENSES? Yes No

IF YES, PLEASE PROVIDE A DETAILED EXPLANATION HERE: _____

ARE YOU CURRENTLY UNDER INVESTIGATION FOR ANY CRIMINAL OFFENSE, OR DO YOU HAVE ANY CRIMINAL CHARGES PENDING AGAINST YOU? Yes No

IF YES, PLEASE PROVIDE A DETAILED EXPLANATION HERE: _____

LEISURE LAKE HIRES ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS. IF A CONDITIONAL OFFER OF EMPLOYMENT IS MADE, YOU WILL BE REQUIRED TO PROVIDE IDENTIFICATION AND PROOF OF CITIZENSHIP OR AUTHORIZATION TO WORK IN THE U.S.

ARE YOU A U.S. CITIZEN OR ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? Yes No

RELATIVES

TO THE BEST OF YOUR KNOWLEDGE, DO YOU HAVE ANY RELATIVES WORKING IN THIS LAKE ASSOCIATION?

Yes No

IF YES, WHOM? _____

CERTIFICATION

I certify that any omissions, falsifications, misstatements, or misrepresentations in this application maybe grounds for dismissal. I consent to the release of information about my ability, employment history, and fitness for employment by previous employers and release all parties from all liability for any damage that may result from furnishing this information to Leisure Lake. This consent shall continue to be in effect during my employment if I am hired. I certify to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.

Acknowledge and agree that, if employed my employment is "at will" or subject to termination at any time during my probationary period for any reason or no reason at all by either employer or myself. I further understand that no oral statement or representation made before or during my probationary period will change, modify or amend that "at will" nature of my employment. This provision applies to current employees unless provisions of applicable bargaining agreements provide otherwise.

SIGNATURE: _____

DATE: _____

Submit your Application to:

Leisure Lake Condo Association,
Attn: Bonny Webber
10001 Goodall Road,
Unit F-1, Durand, MI 48429