# **EMPLOYMENT APPLICATION**

Applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, gender, sexual/gender identity, national origin, age, military or veteran status, disability, pregnancy or any other basis prohibited by the law. We are an Equal Opportunity Employer.

## Personal Background (Please Print Clearly)

Core Name Formally Used	Legal Name (First, Middle, Last)			
Current Address    City	Other Name Formally Used	Date last used:	Month	Year
Hone Telephore Number / Cell Phone Number	Other Name Formally Used	Date last used:	Month	Year
Employment Desired	Current Address			
Position applied for	City County	State		Zip code
Position applied for	Home Telephone Number / Cell Phone Number	Email Address		
Are you presently employed?	<b>Employment Desired</b>			
Are you lawfully authorized to work in the United States without restriction?	Position applied for	Date Available:	Salary Desired:	
Can you, prior to employment, provide verification of your legal right to work in the United States?	Are you presently employed? ☐ Yes ☐ No	Are you over the age of 18?	☐ Yes ☐ No	
Do you speak, read or write a language other than English?	Are you lawfully authorized to work in the United States without res	striction? ☐ Yes ☐ No		
If yes, please specify:  Can you and are you willing to travel if your job requires it?	Can you, prior to employment, provide verification of your legal rigil	ht to work in the United States?	☐ Yes ☐ No	
Can you and are you willing to travel if your job requires it?	Do you speak, read or write a language other than English?	☐ Yes ☐ No		
If employment is offered, do you intend to have any type of secondary employment or self-employment?	If yes, please specify:			
If required, would you be willing to work (please check one in each category)  Overtime	Can you and are you willing to travel if your job requires it?	☐ Yes ☐ No		
Overtime	If employment is offered, do you intend to have any type of second	dary employment or self-employment?	☐ Yes ☐ No	
Indicate the days or nights you are not available to work, if any Have you ever applied to this company or any of its affiliates?	If required, would you be willing to work (please check one in each	ı category)		
Have you ever applied to this company or any of its affiliates?	Overtime ☐ Yes ☐ No Holidays	☐ Yes ☐ No Saturday	ys/Sundays	☐ Yes ☐ No
If yes, when?	Indicate the days or nights you are not available to work, if any			
Have you ever employed by this company or any of its affiliates?	Have you ever applied to this company or any of its affiliates?	☐ Yes ☐ No		
If yes, when?	If yes, when?	Which affiliate(s) or department/prope	rty?	
Do you have any relatives employed by this company?	Have you ever employed by this company or any of its affiliates?	□ Yes □ No	-	
Referral Source  How did you learn about our organization?	If yes, when?	Which affiliate(s) or department/prope	rty?	
Referral Source  How did you learn about our organization?	Do you have any relatives employed by this company?		-	
How did you learn about our organization?	If yes, who and what location?			
□ Agency, Please list agency □ School, Please specify □ Internet, Please specify site □ Newspaper or other print ad, please specify □ Job Fair, Please specify □ Other, Please specify  Driving Record  Do you have a valid unexpired license to drive a vehicle? □ Yes □ No  Has your license been revoked or suspended during the past five years? □ Yes □ No  If yes, Please explain  Driver's License Number □ Issuing State □ Expiration Date	Referral Source			
□ Internet, Please specify site □ Newspaper or other print ad, please specify □ Job Fair, Please specify □ Other, Please specify  Driving Record  Do you have a valid unexpired license to drive a vehicle? □ Yes □ No  Has your license been revoked or suspended during the past five years? □ Yes □ No  If yes, Please explain  Driver's License Number □ Issuing State □ Expiration Date	How did you learn about our organization? ☐ Walk in ☐ E	Employee Referral, please list name(s):		
□ Job Fair, Please specify  □ Other, Please specify  Driving Record  Do you have a valid unexpired license to drive a vehicle? □ Yes □ No  Has your license been revoked or suspended during the past five years? □ Yes □ No  If yes, Please explain  Driver's License Number	A renew Diagon list arenew	☐ School Please specify		
Driving Record  Do you have a valid unexpired license to drive a vehicle?	☐ Agency, Please list agency	- Ochool, Flease specify		
Do you have a valid unexpired license to drive a vehicle?			ad, please specify	
Has your license been revoked or suspended during the past five years? ☐ Yes ☐ No  If yes, Please explain  Driver's License Number ☐ Issuing State ☐ Expiration Date ☐	□ Internet, Please specify site	☐ Newspaper or other print a	ad, please specify	
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If yes, Please explain  Driver's License Number  Issuing State Expiration Date	☐ Internet, Please specify site ☐ Job Fair, Please specify  Driving Record	□ Newspaper or other print a □ Other, Please specify	ad, please specify	
Driver's License Number	□ Internet, Please specify site □ Job Fair, Please specify  Driving Record  Do you have a valid unexpired license to drive a vehicle?	□ Newspaper or other print a □ Other, Please specify □ Yes □ No	ad, please specify	
	□ Internet, Please specify site □ Job Fair, Please specify  Driving Record  Do you have a valid unexpired license to drive a vehicle?  Has your license been revoked or suspended during the past five	□ Newspaper or other print a □ Other, Please specify □ Yes □ No	ad, please specify	
	□ Internet, Please specify site □ Job Fair, Please specify  Driving Record  Do you have a valid unexpired license to drive a vehicle?  Has your license been revoked or suspended during the past five your license explain	□ Newspaper or other print a □ Other, Please specify □ Yes □ No years? □ Yes □ No		3

Yes   No   Yes   Yes   No   Yes   Yes   No   Yes   Yes   No   Yes	School	Technical School	College/University		Graduate School	
Pes   No   Pes   Pes   No   Pes   Pes   No   Pes   Pe	□ 10 □ 11 □ 12	□1 □2	· ·			
Pes   No   Pes   Pes   No   Pes   Pes   No   Pes   Pes   Pes   No   Pes   Pe	of School/College	Location/ City/State	Course Study	Years Completed	Graduated?	Degree
					☐ Yes ☐ No	
ist additional Education, vocation, trade, and/or professional information and/or certifications and/or licenses:    Computer Skills (please list software)					□ Yes □ No	
ist additional Education, vocation, trade, and/or professional information and/or certifications and/or licenses:    Computer Skills (please list software)					☐ Yes ☐ No	
Computer Skills (please list software)  Cher machines, trades, special skills or qualifications  Residence History  List all cities/countries where you have lived in the last seven years. List most recent city/county first. (Use an additional sheet if necestary)  List all cities/countries where you have lived in the last seven years. List most recent city/county first. (Use an additional sheet if necestary)  Livy County State From(Month/Year) To (Month/Year)  County State From(Month/Year) To (Month/Year)  Livy County State From(Month/Year)  Livy County State From(					☐ Yes ☐ No	
Criminal Record  Alave you ever been convicted of a felony, misdemeanor or crime of any kind? For purposes of this question, a conviction includes an inding of guilt regardless of whether any sentence is imposed.  Ave you ever been convicted of Alave you have the influence of alcohol or drugs? For purposes of this question, a conviction includes an inding of guilt regardless of whether any sentence is imposed.  Ave you ever been convicted of Alave you ever been convicted of a felony, misdemeanor or crime of any kind? For purposes of this question, a conviction includes a puncting of guilt regardless of whether any sentence is imposed.  Ave you ever been convicted of driving under the influence of alcohol or drugs? For purposes of this question, a conviction includes inding of guilt regardless of whether any sentence is imposed.  Ave you ever been convicted of driving under the influence of alcohol or drugs? For purposes of this question, a conviction includes inding of guilt regardless of whether any sentence is imposed.  Ave you ever been convicted of driving under the influence of alcohol or drugs? For purposes of this question, a conviction includes inding of guilt regardless of whether any sentence is imposed.  Ave you ever been convicted of driving under the influence of alcohol or drugs? For purposes of this question, a conviction includes inding of guilt regardless of whether any sentence is imposed.  Ave you ever been convicted of driving under the influence of alcohol or drugs? For purposes of this question, a conviction includes inding of guilt regardless of whether any sentence is imposed.  Ave you ever been convicted of driving under the fellowing misdemeanors. Speeding, minor of fifters, drunkenness, simple assaults or disturbances of the peace: or a conviction for any of the following misdemeanors: Speeding, minor of fifters, drunkenness, simple assaults or disturbances of the peace: or a conviction for any misdemeanor more than five years old (unless you have be not yother offense within the last	dditional Education, vocation, tra-	de, and/or professional info	ormation and/or certification	ations and/or licenses	:	
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espect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on fi commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior events or criminal court appearances. In addition employment may answer "no record" with respect to an inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquer	you ever been convicted of a felog of guilt regardless of whether anyou ever been convicted of driving of guilt regardless of whether anyon on any of the above, please complete yment.	ny sentence is imposed*.  Ing under the influence of all ny sentence is imposed.  In the boxes below and indicate the boxes below an	☐ Yes ☐ No  cohol or drugs? For pu ☐ Yes ☐ No  e whether felony or misder  Charge  Ord has been judicially ord se a first conviction for any	rposes of this question meanor. Convictions will dered sealed, expunged y of the following misder	Action Taken  I or statutorily eradic meanors: Speeding,	ludes plea, verdict or qualify an applicant for atted minor traffic violations,
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eed of services which did not result in a complaint transferred to the superior court for criminal prosecution.	you ever been convicted of a felog of guilt regardless of whether anyou ever been convicted of driving of guilt regardless of whether anyon on any of the above, please complete yment.  In any exclude information regarding an ACHSETTS APPLICANTS ONLY: A drunkenness, simple assaults or distinct offense within the last five years) at to an inquiry herein relative to prior	ny sentence is imposed*.  Ing under the influence of all ny sentence is imposed.  In the boxes below and indicate the boxes below an	□ Yes □ No  cohol or drugs? For pu □ Yes □ No  e whether felony or misder  Charge  Charge  ord has been judicially ord se a first conviction for any conviction for any misdement with a sealed record on the concess or convictions. An	rposes of this question meanor. Convictions will dered sealed, expunged y of the following misder eanor more than five yealile with the commissions applicant for employmen	Action Taken  Action Taken  I or statutorily eradice meanors: Speeding, ars old (unless you her of probation may ant with a sealed reco	ated minor traffic violations, nave been convicted of answer "no record" with on file with the
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ALIFORNIA APPLICANTS ONLY: You may exclude information regarding any conviction that is more than two years old for a violation of Californi after Code Sections 11357, 11360, 11364 or 11550 (or predecessor statutes) as they relate to marijuana.	you ever been convicted of a felog of guilt regardless of whether anyou ever been convicted of driving of guilt regardless of whether anyon on any of the above, please complete syment.  ACHSETTS APPLICANTS ONLY: Adrunkenness, simple assaults or distinct of an inquiry herein relative to prior ssioner of probation may answer "no yment may answer "no record" with ref services which did not result in a contract of the services which did not result in a contract of the services which did not result in a contract of the services which did not result in a contract of the services which did not result in a contract of the services which did not result in a contract of the services which did not result in a contract of the services where the services which did not result in a contract of the services where th	ny sentence is imposed*.  Ing under the influence of all ny sentence is imposed.  In the boxes below and indicate the boxes below an	□ Yes □ No  cohol or drugs? For pu □ Yes □ No  whether felony or misder  Charge  Charge  Charge  ord has been judicially ord se a first conviction for any conviction for any misdem t with a sealed record on the convictions. An acquiry herein relative to price operior court for criminal properties.	dered sealed, expunged of the following misder eanor more than five year ille with the commission applicant for employment or events or criminal courarances, and adjudication osecution.	Action Taken  I or statutorily eradice meanors: Speeding, ars old (unless you her of probation may ant with a sealed recourt appearances. In a ons in all cases of de	ated minor traffic violations, nave been convicted of answer "no record" with ord on file with the addition, any applicant felinquency or as a child
andly code cooling (1960), 17600, 17600 (or producesor) statutes) as they fold to manifed the	you ever been convicted of a felog of guilt regardless of whether anyou ever been convicted of driving of guilt regardless of whether anyon on any of the above, please complete syment.  ACHSETTS APPLICANTS ONLY: Adrunkenness, simple assaults or distinct of anyone in the last five years) at to an inquiry herein relative to prior sisioner of probation may answer "no yment may answer "no record" with ref services which did not result in a coornia of the property of the control of the property of the control of the property	ny sentence is imposed*.  Ing under the influence of all ny sentence is imposed.  In the boxes below and indicate the boxes below an	□ Yes □ No  cohol or drugs? For pu □ Yes □ No  whether felony or misder  Charge  Charge  Charge  ord has been judicially ord se a first conviction for any conviction for any misdem t with a sealed record on the rances or convictions. An quiry herein relative to price oprior arrests, court appenderior court for criminal price ding any conviction that is	dered sealed, expunged of the following misder eanor more than five year ille with the commission applicant for employment or events or criminal courarances, and adjudications on the secution.	Action Taken  I or statutorily eradice meanors: Speeding, ars old (unless you her of probation may ant with a sealed recourt appearances. In a ons in all cases of de	ated minor traffic violations, nave been convicted of answer "no record" with ord on file with the addition, any applicant felinquency or as a child
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Do you currently engage in the illegal use of drugs (for example, marijuana, cocaine, heroin, crack, speed LSD, etc.)?	you ever been convicted of a felog of guilt regardless of whether anyou ever been convicted of driving of guilt regardless of whether and on any of the above, please complete syment.  In any exclude information regarding any exclude information regarding any exclude information regarding and ACHSETTS APPLICANTS ONLY: Adrunkenness, simple assaults or distinct of fense within the last five years) at to an inquiry herein relative to prior ssioner of probation may answer "no record" with references which did not result in a composition of services which did not result in a composition of the control of	ny sentence is imposed*.  Ing under the influence of all ny sentence is imposed.  In the boxes below and indicate the boxes below an	□ Yes □ No  cohol or drugs? For pu □ Yes □ No  whether felony or misder  Charge  Charge  Charge  ord has been judicially ord se a first conviction for any conviction for any misdem t with a sealed record on the rances or convictions. An quiry herein relative to price oprior arrests, court appenderior court for criminal price ding any conviction that is	dered sealed, expunged of the following misder eanor more than five year ille with the commission applicant for employment or events or criminal courarances, and adjudications on the secution.	Action Taken  I or statutorily eradice meanors: Speeding, ars old (unless you her of probation may ant with a sealed recourt appearances. In a ons in all cases of de	ated minor traffic violations, nave been convicted of answer "no record" with ord on file with the addition, any applicant felinquency or as a child
Are you willing to be tested for the illegal use of drugs? ☐ Yes ☐ No	you ever been convicted of a felog of guilt regardless of whether anyou ever been convicted of driving of guilt regardless of whether and on any of the above, please complete syment.  In any exclude information regarding any exclude information regarding any exclude information regarding any exclude information regarding and ACHSETTS APPLICANTS ONLY: Adrunkenness, simple assaults or distinct of fense within the last five years) at to an inquiry herein relative to prior sistence of probation may answer "no record" with refuser that a contract of services which did not result in a con	ny sentence is imposed*.  Ing under the influence of all ny sentence is imposed.  In the boxes below and indicate the boxes of the peace or a control to the peace or and the peace of the peace	□ Yes □ No  cohol or drugs? For pu □ Yes □ No  e whether felony or misder  Charge  Charge  Charge  ord has been judicially ord  se a first conviction for any misdem to with a sealed record on the conviction for any misdem to the ances or convictions. An equiry herein relative to price operior arrests, court appeared in the price of the conviction of the conviction that is atutes) as they relate to mean the conviction of t	dered sealed, expunged of the following misder eanor more than five year eanor more than five year eanor more than for employment or events or criminal coularances, and adjudications expunded that is a more than two years of the following more than two years of the foll	Action Taken  I or statutorily eradice meanors: Speeding, ars old (unless you her of probation may ant with a sealed recount appearances. In a ons in all cases of delid for a violation of C	ated minor traffic violations, nave been convicted of answer "no record" with ord on file with the addition, any applicant felinquency or as a child

**Education and Training** 

# **Employment History**

List most recent position first. Although some of the information requested may be on your resume, please provide all employment history. (Use an additional sheet if necessary) Attach your resume to this application. You may include any verified work which you have performed as a volunteer.

Name of Company			Company Telephone Nun	mber		
Street Address			City/State			
Type of Business			Exact Title/Position			
Employment Dates	From:	To:	Base Salary:	Start:	End:	
Other Compensation			Supervisor Name			
Supervisor's Position			May we contact?	☐ Yes ☐ No		
Reason for leaving						
Description of duties, resp	onsibilities and acc	complishments				
			O T. I. N			
Name of Company			Company Telephone Nun	nper		
Street Address			City/State			
Type of Business			Exact Title/Position			
Employment Dates	From:	To:	Base Salary:	Start:	End:	
Other Compensation			Supervisor Name			
Supervisor's Position			May we contact?	☐ Yes ☐ No		
Reason for leaving						
Description of duties, resp	onsibilities and acc	complishments				
Name of Company			Company Telephone Nun	mher		
Street Address			City/State			
Type of Business			Exact Title/Position			
Employment Dates	From:	To:	Base Salary:	Start:	End:	
Other Compensation			Supervisor Name			
Supervisor's Position			May we contact?	☐ Yes ☐ No		
Reason for leaving						
Description of duties, resp	onsibilities and acc	complishments				

### If not previously employed, list personal references, other than relatives. If you have volunteer work experience, list the appropriate person to contact as a reference. Name **Business Address** Company **Business Phone** Relationship Name **Business Address** Company **Business Phone** Relationship Title Name Business Address Company **Business Phone** Relationship Have you ever been terminated from employment or asked to resign by an employer? ☐ Yes ☐ No If yes, Please explain Please read carefully before signing. This is an equal opportunity employer. I understand that no question being asked as part of my consideration for employment is intended to be unlawful. I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation by the Employer to hire me. If I am hired, I understand that either the employer or I can terminate my employment at any time and for any reason. No one other than the President of the Employer is authorized to make an exception to the at-will employment relationship and any such exception must be in writing signed by the employee and the President. All of the information I have given to the employer in considering me for employment is correct. No other information has been concealed. I understand that the employer may decide to conduct a drug screening, motor vehicle record searches and criminal background checks which formally may be considered a "consumer report" or an "investigative consumer report". I authorized to the fullest extent permitted by law, any such drug screening, Motor Vehicle Record search and / or criminal background check as well as the investigation of all other matters concerning my consideration for employment. I understand that all offers of employment are contingent upon the receipt of a favorable result of any such drug screening, motor vehicle record search, criminal background check and other investigated matter. I understand that if the Employer hires me, it may request a consumer report or an investigative consumer report about me for employmentrelated purposes during the course of my employment. The scope of this investigation will be the same as the scope of pre-employment investigation and the nature of such an investigation will be my continuing suitability for employment or whether I possess the minimum qualifications necessary for promotion or transfer to another position. I understand that my consent will apply throughout my employment. I waive any right, to the extent permitted by law to further prior notice and authorize the Employer to conduct a screening, search, background check or investigation directly or through its agents, and further authorize my former employers, references, and acquaintances to give any such information they may have regarding me. I release and indemnify this Employer, as well as any parties from whom information is obtained from any liability whatsoever resulting from the drug screening, motor vehicle records search, criminal background check or any other investigation and release of this information. If any information I have given to the employer is untrue or misleading, if I have concealed any information, if I have failed to fully complete this application, or if adverse information is discovered through the investigation, I understand that this may result in the denial of employment verification of an offer of employment or termination of employment. Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, change in work location, a rotating work schedule, or a work schedule other than Monday through Friday. If employed, I understand and accept these as conditions of my continuing employment. Additionally, I am aware that my employment is contingent on operational requirements. Further, if at the termination of my employment, I owe employer any monies, including without limitation, rent or petty cash, I authorize Employer to deduct any such sum owed from my final paycheck. In addition to the authorization granted above, I hereby state, certify and represent that I have read the Fair Credit Reporting Act disclosure statement provided to me and that I understand such disclosure statement. I hereby authorize Elon Property Management Inc. and its subsidiaries and related entities to obtain and review the "consumer report" or an "investigative consumer report" referenced in such disclosure statement. Date Signature

**Professional References** 

MARYLAND APPLICANTS ONLY: Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take, a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.

\*Electronically typing your name in the above signature line shall be considered as an original signature for all purposes.

MASSACHUSETTES APPLICANTS ONLY: It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

#### FAIR CREDIT REPORTING ACT DISCLOSURE

Elon Management LLC (Elon) may conduct a background investigation to obtain information about you in the form of a "consumer report" or an "investigative consumer report" as part of its pre-employment screening process and, if employed by Elon Property Management, from time to time throughout your employment. This / these report(s), if obtained, will be obtained from Real ID, Inc. at 6444 N. Ridgeway Ave, Lincolnwood, IL 60712, (800) 342-7292. This /These report(s) obtained, may contain information about you that Elon Property Management may use for employment purposes, such as information regarding your character, general reputation, personal characteristics, mode of living, criminal background, if any, your employment history and motor vehicle records search. As part of the background investigation and investigative consumer report, Elon Property Management and / or Real ID, Inc. may make inquiries concerning your work history; work habits; work performance; work experience; reasons for termination of past employment from previous employers; motor vehicle operation history; court record, including criminal conviction records as permitted by law; and reference is obtained from professional and personal references.

☐ I request a copy of consumer report prepared by Real ID if one is obtained.

This disclosure is made pursuant to the Fair Credit Reporting Act, 15 U.S.C. 1681b (b) (2)