



Return Applications to:  
**The Highland Home**  
**P.O. Box 115**  
**Highland, IL 62249**

**EMPLOYMENT APPLICATION**

Date:

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

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are You Legally Authorized to Work in the US: YES \_\_\_\_\_ NO \_\_\_\_\_

**POSITION DESIRED**

Position Applied For: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Available for Work: Mon Tue Wed Thur Fri Sat Sun \_\_\_\_\_  
Circle Days Times

Are You Employed Now? \_\_\_\_\_ Can We Contact Your Current Employer? \_\_\_\_\_

Have You Applied Before? \_\_\_\_\_ If So, When? \_\_\_\_\_

**EMPLOYMENT HISTORY (Last Three)**

Current Employer: \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

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Last Employer: \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

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Previous Employer: \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

### EDUCATION

Name Of School	Location	Course/Degree

### RELEVANT CERTIFICATIONS, TRAINING, AND SKILLS


### REFERENCES (Not Related to You)

Name: \_\_\_\_\_ Occupation \_\_\_\_\_ Years Known: \_\_\_\_\_

Address/Email: \_\_\_\_\_ Phone No. \_\_\_\_\_

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Name: \_\_\_\_\_ Occupation \_\_\_\_\_ Years Known: \_\_\_\_\_

Address/Email: \_\_\_\_\_ Phone No. \_\_\_\_\_

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Name: \_\_\_\_\_ Occupation \_\_\_\_\_ Years Known: \_\_\_\_\_

Address/Email: \_\_\_\_\_ Phone No. \_\_\_\_\_

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State Any Additional Information You Believe May Be Helpful in Considering Your Application:

If you have a resume/CV, please attach it.

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT.

IF I AM DETERMINED TO BE QUALIFIED FOR AN OPEN POSITION AND HAVE BEEN SCHEDULED FOR AN INTERVIEW, I AUTHORIZE THE HIGHLAND HOME TO PERFORM A BACKGROUND CHECK ON ME. UPON REQUEST, I WILL PROVIDE MY SOCIAL SECURITY NUMBER AND A COPY OF MY DRIVER'S LICENSE (OR OTHER SUITABLE DOCUMENTS) TO THE HIGHLAND HOME TO ACCOMPLISH THE BACKGROUND CHECK.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_