



Employment Application Form

EQUAL EMPLOYMENT OPPORTUNITY

Twin Pines Housing Trust is an Equal Opportunity Employer. We do not discriminate against qualified applicants based upon any protected group status, including but not limited to race, color, creed, religion, gender, national origin, ancestry, age, marital status, military or veteran status, sexual orientation, physical or mental disability or medical condition as defined by applicable equal opportunity laws.

DISCLAIMERS

We are glad you are interested in joining **Twin Pines Housing Trust's** team. Please read the following statements carefully before you agree and submit this application.

Twin Pines Housing Trust, in considering your application for employment, may verify the information set forth on this application and obtain additional information related to your background.

Twin Pines Housing Trust offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at **any time**.

NOTE TO CANDIDATE

This application will be considered active for 60 days. If you have not been hired within 60 days of submitting this application and you wish to be considered for employment, you must complete a new application.

PERSONAL INFORMATION:

Candidate's Name: _____
Last First Middle

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Home Phone: _____ Cell: : _____

E-mail Address (optional): _____

Social Security #: ____ - ____ - ____ DOB: ____ / ____ / ____

Are you 18 years old or older? Yes No

Are you legally authorized to work in the U.S.? Yes No

If hired, can you submit documentation verifying your identity and your legal right to work in the U.S. within 3 business days of when you begin work for pay? Yes No

Have you ever worked or attended school under another name? Yes No

If so, under what name? _____

Excluding minor traffic offenses, have you ever been convicted of a crime? * Yes No

If yes, give details, including date(s):

*A "yes" answer will not automatically disqualify you from employment. We will consider the nature and date of the offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by applicable law.

If offered the position, would you be willing to allow **Twin Pines Housing Trust** to do a criminal background check? Yes No

POSITION/AVAILABILITY

Position Sought: _____

Available Start Date: _____

Do you prefer: Full-time Part-time Total hours per week desired: _____

Days/hours available:

Monday	From	To
Tuesday	From	To
Wednesday	From	To
Thursday	From	To
Friday	From	To
Saturday	From	To
Sunday	From	To

Are you available to work: Weekends* Yes No

Holidays* Yes No

Nights* Yes No

*If required for the position for which you're applying.

Are you available to work overtime? Yes No

EDUCATION

	Name and Location	Graduated? Degree?	Major/Subject of Study
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No Degree:	
Technical School		<input type="checkbox"/> Yes <input type="checkbox"/> No Degree:	
College or University		<input type="checkbox"/> Yes <input type="checkbox"/> No Degree:	
Postgraduate School		<input type="checkbox"/> Yes <input type="checkbox"/> No Degree:	
Other Education		<input type="checkbox"/> Yes <input type="checkbox"/> No Degree:	

Do you have any Licenses, Certifications or other credentials from any governmental agency to work in the position for which you have applied?

Yes No

If Yes, please list all such credentials you possess:

MILITARY EXPERIENCE

Have you served in the US military? Yes No

If Yes, please describe any relevant skills acquired while serving in the US military.

EMPLOYMENT HISTORY

Please list all previous employment, beginning with the most recent. If you need more room, you may attach additional sheets of paper.

Employer: _____ Address: _____
From to _____ Position Held: _____ Reason for leaving: _____
Supervisor's Name & Title: _____ May we contact? _____
 Yes No

Description of Duties: _____

Employer: _____ Address: _____
From to _____ Position Held: _____ Reason for leaving: _____
Supervisor's Name & Title: _____ May we contact? _____
 Yes No

Description of Duties: _____

Employer: _____ Address: _____
From to _____ Position Held: _____ Reason for leaving: _____
Supervisor's Name & Title: _____ May we contact? _____
 Yes No

Description of Duties: _____

Have you previously worked for **Twin Pines Housing Trust**?

Yes No

If so, from _____ to _____.

Reason(s) for leaving: _____

How did you learn about this opening?

If you have any additional documents to support your application, including but not limited to a Resume, you may attach those documents to this application.

Acknowledgment and Authorization

I certify that the information contained in this application is true and complete. I attest to the fact that the answers given by me are correct to the best of my knowledge and ability. I certify that I have not knowingly withheld any information that might affect my chances for hiring. I understand that any false information or omission (including any misstatement) on this application or on any document used to secure this employment can be grounds for rejection of my application or, if I am employed by **Twin Pines Housing Trust**, can be grounds for my immediate termination from **Twin Pines Housing Trust**.

I authorize **Twin Pines Housing Trust** to check and verify any and all information listed above, including but not limited to my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure.

I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

I understand that this application is not a contract, offer or promise of employment and that if hired, I will be an at-will employee. As such, I will be able to resign at any time for any reason. Likewise, **Twin Pines Housing Trust** can terminate my employment at any time with or without cause, unless otherwise required by law. I

further understand that no one other than **Twin Pines Housing Trust** has the authority to enter into an employment contract or agreement with me and that my at-will employment can be changed only by a written agreement.

Candidate's Signature

Date