

HILL TOP HOME OF COMFORT, INC.

EMPLOYMENT APPLICATION

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classes.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a resume, but all questions must be answered. Please Type or Print

Position(s) Applied for: [Click here to enter text.](#)

Date of Application: [Click here to enter a date.](#)

How did you learn about us? ☐ Advertisement ☐ Agency ☐ Friend ☐ Relative ☐ Walk-in

Last Name: [Click here to enter text.](#) First Name: [Click here to enter text.](#) Middle Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#) City: [Click here to enter text.](#) State: [Click here to enter text.](#) Zip: [Click here to enter text.](#)

Telephone #: [Click here to enter text.](#) Email Address: [Click here to enter text.](#) Social Security #: [Click here to enter text.](#)

If you are under 18 years of age, please provide your age: _____

Have you ever been employed with us before? ☐ YES ☐ NO If yes, give date: [Click here to enter text.](#)

Are you currently employed? ☐ YES ☐ NO

Are you authorized to work in the U.S. on an unrestricted basis? ☐ YES ☐ NO

Have you ever been convicted of a *felony* (Convictions will not necessarily disqualify an applicant for employment)?

☐ YES ☐ NO [Click here to enter text.](#)

On what date would you be available for work? [Click here to enter text.](#)

Are you available to work: ☐ FULL TIME ☐ PART TIME ☐ SHIFT WORK ☐ TEMPORARY

Are there any days you are unavailable to work: ☐ YES ☐ NO If yes, please list: [Click here to enter text.](#)

EDUCATION

High School Name and Location: [Click here to enter text.](#)

Years completed: ☐ 9 ☐ 10 ☐ 11 ☐ 12

Undergraduate College/University Name and Location: [Click here to enter text.](#)

Years completed: ☐ 1 ☐ 2 ☐ 3 ☐ 4 Diploma/degree: [Click here to enter text.](#)

Describe course of study: [Click here to enter text.](#)

Graduate/Professional School Name and Location: [Click here to enter text.](#)

Years completed: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Describe course of study: [Click here to enter text.](#)

Describe any specialized training, apprenticeship, skills and extra-curricular activities: [Click here to enter text.](#)

State any additional information you feel may be helpful to us in considering your application: [Click here to enter text.](#)

REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers:

1. [Click here to enter text.](#)

2. [Click here to enter text.](#)

3. [Click here to enter text.](#)

Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? ☐ YES ☐ NO

Can you perform these essential functions of the job with or without reasonable accommodation? ☐ YES ☐ NO

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer Name: [Click here to enter text.](#)

Dates Employed: [Click here to enter text.](#)

Employer Address: [Click here to enter text.](#)

Telephone Number: [Click here to enter text.](#)

Job Title: [Click here to enter text.](#)

Supervisor Name: [Click here to enter text.](#)

Hourly Rate/Salary and Reason for Leaving: [Click here to enter text.](#)

Employer Name: [Click here to enter text.](#)

Dates Employed: [Click here to enter text.](#)

Employer Address: [Click here to enter text.](#)

Telephone Number: [Click here to enter text.](#)

Job Title: [Click here to enter text.](#)

Supervisor Name: [Click here to enter text.](#)

Hourly Rate/Salary and Reason for Leaving: [Click here to enter text.](#)

Employer Name: [Click here to enter text.](#)

Dates Employed: [Click here to enter text.](#)

Employer Address: [Click here to enter text.](#)

Telephone Number: [Click here to enter text.](#)

Job Title: [Click here to enter text.](#)

Supervisor Name: [Click here to enter text.](#)

Hourly Rate/Salary and Reason for Leaving: [Click here to enter text.](#)

(If you need additional space, please continue on a separate sheet of paper.)

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at-will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

[Click here to enter text.](#)

Signature:

[Click here to enter text.](#)

Date:

Equal Opportunity Employer:

Employees are treated during employment without regard to race, color, religion, sex, national origin, age marital or veteran status, medical condition or handicap or any other legally protected status. Hill Top Home of Comfort, Inc. is an Equal Opportunity Employer. As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

FOR PERSONNEL DEPARTMENT USE ONLY:

Position(s) applied for is open: ☐ YES ☐ NO

Position(s) considered for: _____ Date: _____