Greenmeadow Community Association Job Application

Welcome to Greenmeadow Community Association. You must be at least 15 years old to be eligible for employment. Please return the completed application with this notice, signed and dated. The hiring manager for the appropriate department will contact you to arrange an interview.

As you complete the application and consider working for Greenmeadows, please acknowledge the following:

- **Some weekends and holidays will be required**. If you have a vacation planned or will need time off during the season, please discuss and disclose this in the *Employment Position* section of the application and during your interview to establish whether or not scheduling will be possible
- You may be required to wear a Greenmeadow t-shirt or appropriate uniform. Greenmeadows will supply the necessary apparel. It is your responsibility to be sure they are clean, presentable, and worn during your shift
- At the time of hire, **you <u>must</u> complete an I-9 Form** and show appropriate identification. We will provide the required form.
- If you are under 18 years of age at the time of hire, **you must obtain a work permit** from your school district and **<u>submit it with your Employment Application</u>**. We will provide the required form to apply for the permit.
- Once shift schedules are determined, it will be your responsibility to find a replacement for shifts you are unable to work. **An unexplained 'no-call, no-show' can result in reduced hours or disciplinary measures.**
- **Filling out an employment application in no way guarantees applicant a position at Greenmeadows Community Association.**

Please sign and date this page, indicating that you have read and understand the conditions outlined, and return it with your application.

_____	_____	_____
Print Name*	Signature*	Date*

Greenmeadow Community Association Job Application

Applicant Information

_____ _____ _____
First Name* Middle Last Name*

_____ (___) / (__) / (____) _____
Age* MM / DD / YYYY* Email Address*

_____ _____
Primary Phone Number* Secondary Phone Number

_____
Address (Street # and Name)*

_____ _____ _____
City* State* Zip Code*

Employment Position

*Position(s) applying for: _____
*Work Availability: _____
*What is your weekly availability? _____
*On what date can you start working? _____
*Any Vacations or dates you are unable to work? _____
_____

Personal Information

*Are you a U.S citizen or approved to work in the United States? Yes No
*If hired, What document can you provide as proof of citizenship or legal status?
_____

_____ _____
*U.S. Social Security Number Driver's License Number

Job Skills / Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying for:

_____
_____
_____
_____

Greenmeadow Community Association Job Application

Education / Training

***High School 1**

_____

High School Name Address

_____ Yes No _____

# of years completed Degree Acquired? Type of Degree

High School 2

_____ _____

High School Name Address

_____ Yes No _____

# of years completed Degree Acquired? Type of Degree

College 1

_____ _____

College Name Address

_____ Yes No _____

# of years completed Degree Acquired? Type of Degree

College 2

_____ _____

College Name Address

_____ Yes No _____

# of years completed Degree Acquired? Type of Degree

Additional Certifications

_____ _____

*Type of Certification Expiration Date

_____ _____

Type of Certification Expiration Date

Previous Employment

*Have you worked at Greenmeadow before? If yes, please list when and what position.

_____ (__ / __ / ____) - (__ / __ / ____)

Position Date of Employment (Start to End)

Employment 1

_____ (__ /_ / ____) - (__ / __ / ____)

Employer Name Type of Business Date of Employment (Start to End)

_____

Your Position and Duties

_____ _____ _____

Reference Name Relationship to Applicant Reference Contact Number

Greenmeadow Community Association Job Application

Employment 2

_____ _____ (_ / __ / ____) - (__ / __ / ____)

Employer Name Type of Business Date of Employment (Start to End)

_____

Your Position and Duties

_____ _____ _____

Reference Name Reference Relationship Reference Contact Number

Other References Other than Past Employers

***Reference 1**

_____ _____ _____

Reference Name Phone Number Email

_____ _____

Relation to Applicant # of years Acquainted

***Reference 2**

_____ _____ _____

Reference Name Phone Number Email

_____ _____

Relation to Applicant # of years Acquainted

<u>Please read and initial each paragraph, and sign below:</u>

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, _____, have personally completed this application. I understand that any omission or misstatement of material fact(s) on this application or on any document used to secure employment shall be grounds for rejection of this application or of immediate termination if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Greenmeadow Community Association to thoroughly investigate my reference, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Greenmeadow Community Association any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure(s). In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation of disclosure(s).

Greenmeadow Community Association Job Application

_____ I understand that nothing contained in the application, or conveyed during the interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Greenmeadow Community Association. In addition, I understand and agree that if I am employed, my employment is for no definite or determined period of time and may be terminated at any time, with or without prior notice, at the opinion of either myself or the company, and that no promises or representations contrary to the foregoing are binding on Greenmeadow Community Association unless made in writing and signed by me and the company's designated representative.

_____ I understand that no manager or representative of the organization, other than the General Manager of the Organization, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

_____ I also agree to conform to the policies and acknowledge that the policies may be subjected to change by Greenmeadow, at any time for any reason, with or without notice.

_____ I understand that, as this organization deems necessary, if employed, I may be required to work overtime hours or hours outside the normally defined workday or work week. The work week is Sunday through Saturday. I understand that I am required to work a minimum of two to three summer holidays (Memorial Day, 4th of July, Labor Day).
_____ I am in agreement with Greenmeadow's policy of hiring and promoting on the basis of individual ability without regard to race, religion, sex, national orgin, age handicap, or veteran status.

_____	_____	_____
Print Name*	Signature*	Date*