

CORTLAND ACRES ASSOCIATION, INC.

39 Cortland Acres Lane

THOMAS, WV 26292

Phone: (304) 463-4181

Fax: (304) 463-4190

APPLICATION FOR EMPLOYMENT AT WILL

(Please Print Clearly)

Name: _____
(Last) (First) (Middle)

Present Address: _____
Street Address City State Zip Code

Years at this address: _____

**** Previous Address:** _____
Street Address City State Zip Code

Years at this address: _____

Home Phone: _____ Business Phone: _____ SSN#: _____

Are you legally eligible for employment in the U.S.? _____ State age if under 18: _____

Position(s) applied for: _____

Would you work: Full-time _____ Part-time _____ Specify _____

Days and hours if Part-time _____ Shift preferred: _____

Would you be available for overtime? _____

Were you previously employed by us? _____ If yes, when? _____

Position: _____

If your application is approved, on what date will you be available for work? _____

Do you have a commitment to another employer or other responsibilities that affect your availability?
_____ Yes _____ No If yes, please explain: _____

Have you ever been terminated, asked to resign or left a job without notice? If yes, explain: _____

Have you ever been convicted of a crime, or reported to a state abuse registry? _____

Are you currently in school? _____ Yes _____ No

If yes, please describe: _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization? _____

RECORD OF EDUCATION

Name and Address of School	Course of Study	Last Year Completed	Did you graduate	Diploma/ Degree
High School:		9, 10, 11, 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College:		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Identify any other educational courses that you have had: _____

EMPLOYMENT RECORD

List below all present and past employment, with *complete* address and phone numbers beginning with your most recent employer:

Employer Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____
Employed from _____ **to** _____
Job Title: _____
Supervisor: _____
Reason for leaving: _____
Weekly ending salary: _____

Employer Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____
Employed from _____ **to** _____
Job Title: _____
Supervisor: _____
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Weekly ending salary: _____

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Address: _____
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Address: _____
City, State, Zip: _____
Phone Number: _____
Employed from _____ **to** _____
Job Title: _____
Supervisor: _____
Reason for leaving: _____
Weekly ending salary: _____

Account here for any lapse of time not covered in your employment or educational record: _____

PERSONAL REFERENCES
(Not Former Employers or Relatives)
Please complete at least four personal references!

Name: _____

Name: _____

Occupation: _____

Occupation: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone Number: _____

Phone Number: _____

Name: _____

Name: _____

Occupation: _____

Occupation: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone Number: _____

Phone Number: _____

*Please include **complete** address and phone numbers*

FOR OFFICE USE ONLY: Received by Cortland Acres: _____ (Date) Referred to: _____ (Department) References Sent: _____ (Date)

**REPRESENTATIONS, UNDERSTANDINGS AND AGREEMENTS
OF APPLICANT FOR EMPLOYMENT AT WILL**

The facts set forth in my application for employment are true and complete, without consequential omissions of any kind whatsoever. I understand that falsity of statements, answers or omissions made by me in this application shall be considered sufficient cause for immediate dismissal at any time if I am employed.

I hereby give Cortland Acres the right to make a thorough investigation of my past employment, educational and activities, including investigative consumer and/or credit reports and credit and criminal records checks, and I release from all liability all persons and entities supplying such information. I indemnify Cortland Acres against any liabilities which might result from making such investigation. I authorize the persons, or entities named on this application form to give any information regarding me, whether or not it is in their records.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Cortland Acres and myself, for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Cortland Acres unless made in writing.

If accepted by Cortland Acres for employment, I hereby agree to abide by the directions, rules and policies of my employer whether or not in writing as they may be changed from time to time without notice. I agree that only written representations and promises signed by both myself and an officer of Cortland Acres will be enforceable and I understand that my employment is terminable at will status, and I understand that "at will" employment can be terminated at any time, for any reason, or for no reason at all.

I understand that my application will be considered current for a period of ninety days. If I wish to be considered for employment by this company after that time, I understand that I must reapply.

I have read, understand and agree to the foregoing Representations, Understandings, and Agreements and sign the same as my own free act.

Signature of Applicant

Date