

The Ranch at Dove Tree Employment Application

Please print clearly and complete all pages.

Today's Date: _____

Name _____

Last
First
Middle
Maiden

Social Security Number: _____ Email Address: _____

Present Address: _____

 How long at this address? _____
 Telephone: _____
 Second Telephone: _____

Driver License/ID #: _____ State: _____

Position Applying for: _____

Salary Desired (be specific): _____

Employment Desired:	Days / Hours Available to Work:
_____ Full-Time Only	_____ No Preference
_____ Part-Time Only	_____ Monday
_____ PRN	_____ Tuesday
	_____ Wednesday
	_____ Thursday
	_____ Friday
	_____ Saturday
	_____ Sunday

How many hours can you work weekly? _____

When could you begin your employment? _____

EDUCATION AND TRAINING

Type of School	Name of School	Location (Complete address)	Dates of Attendance mm/yyyy - mm/yyyy	Degree Received & Major
High School				
College / Vocation				
Graduate Studies				
Other Formal Education				
Other Special Training that would enhance your qualifications				

List professional licenses you possess. **Please indicate type of license, number and state of issuance.**

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MILITARY SERVICE

Have you ever been in the Armed Forces? _____ Yes _____ No

Are you now a member of the National Guard? _____ Yes _____ No

Date Entered: _____ Discharge Date: _____ Specialty: _____

OTHER INFORMATION

Have you ever been known by a different name? _____ Yes* _____ No

*If yes, what was it? _____

Have you ever been convicted of a crime? (Crime includes a felony, misdemeanor or military offense. Convicted means having been found guilty by verdict of a judge or jury, having entered a plea of guilty or no contest, having received deferred adjudication / non-adjudication, or having been given probation, a suspended sentence or fine. You may exclude traffic violations unless a warrant was issued.)

_____ Yes* _____ No ***If yes, gives dates, arresting agency, and circumstances:**

All offers of employment are contingent upon the completion of a national background investigation. Falsification will disqualify you, while a conviction will not automatically disqualify you from employment.

REFERENCES

Please list two references other than relatives or previous employers.

Name _____	Name _____
Job Title _____	Job Title _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Employer _____	Your Last Job Title _____
Street Address _____	Name of Last Supervisor _____
City, State, Zip _____	May we contact your present employer? _____ Yes _____ No
Phone Number _____	
Employment Dates From _____ To _____	
Pay or Salary Start _____ End _____	
Reason for Leaving (be specific) _____	

List the duties performed, skills used or learned, advancements or promotions while you worked at this company.

Employer _____	Your Last Job Title _____
Street Address _____	Name of Last Supervisor _____
City, State, Zip _____	May we contact your present employer? _____ Yes _____ No
Phone Number _____	
Employment Dates From _____ To _____	
Pay or Salary Start _____ End _____	
Reason for Leaving (be specific) _____	

List the duties performed, skills used or learned, advancements or promotions while you worked at this company.

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WORK EXPERIENCE, continued

Employer _____	Your Last Job Title _____
Street Address _____	Name of Last Supervisor _____
City, State, Zip _____	May we contact your present employer? _____ Yes _____ No
Phone Number _____	
Employment Dates From _____	To _____
Pay or Salary Start _____	End _____
Reason for Leaving (be specific) _____	

List the duties performed, skills used or learned, advancements or promotions while you worked at this company.

Employer _____	Your Last Job Title _____
Street Address _____	Name of Last Supervisor _____
City, State, Zip _____	May we contact your present employer? _____ Yes _____ No
Phone Number _____	
Employment Dates From _____	To _____
Pay or Salary Start _____	End _____
Reason for Leaving (be specific) _____	

List the duties performed, skills used or learned, advancements or promotions while you worked at this company.

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CERTIFICATION AND AUTHORIZATION

In making this application for employment:

1. I certify that the information in this application is true and complete for all practical purposes. It may be verified by the Ranch at Dove Tree or any of its affiliates. Should a position be offered to me, and later it is found that the information is significantly untrue, incomplete, or misrepresented, I understand and agree that the Company or its affiliates are relieved of all commitments, financial or otherwise pertaining to employment, and that I am subject to immediate discharge without recourse.
2. I understand that an investigative report may be made by a consumer reporting agency to include information as to my character, general reputation, personal characteristics, driving record and criminal history, whichever is applicable. If such an investigative report is made, I understand that I will receive notice that such report has been requested, and that I will have the right to make a written request for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. I authorize The Ranch at Dove Tree to run such reports now and throughout the course of my employment, should I be hired.
3. I understand and agree that if I am offered employment by the Ranch at Dove Tree, my employment will be for no definite term and that either I or the Company will have the right to terminate the employment relationship at any time, with or without cause, and with or without notice. I also understand that this status can only be altered by a written contract of employment, which is specific as to all material terms and is signed by me and the President of the Company.

I hereby authorize any prior employers to provide such information concerning my employment with them as may be requested, and also authorize the Registrar / Placement Office of all educational institutions attended to release an official copy of my transcript.

Applicant Name (Printed): _____

Applicant Signature: _____

Date Application Completed: _____

Did you complete this application yourself? _____ Yes _____ No

If not, who did? _____

Revised 10/4/16 - MC