

**APPLICANT'S STATEMENT**

I understand that if I am hired, my employment will be at-will. The Treasure Lake Property Owners Association (Association) or I have the right to terminate the employment relationship at any time, for any reason, with or without notice or cause. I understand that only the General Manager and/or the Board of Directors of the Association has authority to modify this relationship or make any agreement to the contrary. Any such modification or agreement must be in writing.

I understand that the Association reserves the right to require me to submit to pre-employment testing and background checks.

Dependent upon the position, this may include, but is not limited to, drug and alcohol tests, consumer reports which include criminal records clearance, child abuse history clearance, fingerprinting, credit checks, department of motor vehicle checks, and medical examinations to the extent permitted by law. This document will serve as written notice and authorization for the Association to obtain such consumer report(s) on me in connection with my application for employment, my continued employment or for other employment-related reasons. If hired, this authorization shall remain on file and serve as ongoing authorization for procurement of employment-related reports at any time during my employment. I further understand that the term "investigative consumer report" means a report in which information on my character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with my neighbors, friends, or associates, or with others with whom I am acquainted or who may have knowledge concerning any such items of information.

I further understand that the Association may contact my previous employers and I authorize those employers to disclose to the Association all records and other information pertinent to my employment with them. I release my previous employers from any liability as a result of their disclosure of information about me to the Association.

By signing below, I certify that all the information I provide on this application and in any interview is true, complete and accurate. I understand that if I am employed and any such information is later found to be false or misleading in any respect, I will be terminated.

**DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Arrange Interview:  Yes  No      Hire:  Yes  No      Start Date: \_\_\_\_\_  
 Full-time    Part-time    Seasonal    Regular  
Rate of Pay: \_\_\_\_\_    Hourly    Salary  
Job Title: \_\_\_\_\_  
Dept: \_\_\_\_\_  
Supervisor: \_\_\_\_\_      Date: \_\_\_\_\_  
GM: \_\_\_\_\_      Date: \_\_\_\_\_



# APPLICATION FOR EMPLOYMENT

**IF YOU NEED ASSISTANCE TO COMPLETE THIS APPLICATION PLEASE CONTACT  
HUMAN RESOURCES AT 814-371-0711 ext 102**

**This application will be considered active for a maximum of thirty (30) days. If you wish to be considered for employment after that time, you must reapply.**

**Please Print**

Position Desired: \_\_\_\_\_  Full-time Date Available: \_\_\_\_\_

Salary Expectations: \_\_\_\_\_  Part-Time

**PERSONAL DATA**

Name \_\_\_\_\_ Email \_\_\_\_\_  
Last First Middle Initial

Present Address \_\_\_\_\_ How long have you lived there? \_\_\_\_\_  
Street and Number Years/Months

\_\_\_\_\_  
City State Zip Code

Home Telephone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Are you at least 18 years of age?  Yes  No

Have you ever worked for Treasure Lake POA before?  Yes  No

If yes, please give dates and position: \_\_\_\_\_

Do you have any immediate family working here?  Yes  No

If Yes, Name(s): \_\_\_\_\_ Relationship: \_\_\_\_\_

How did you learn of this position? \_\_\_\_\_

Have you ever been convicted of a criminal offense, had adjudication of a crime withheld, or pled nolo contendere, "no contest", to a crime or have any criminal charges pending including but not limited to robbery, embezzlement, forgery, perjury, drugs, tax evasion or any criminal offense involving dishonesty or breach of trust?  Yes  No If yes, please give date and details of each:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been a defendant in a civil suit on an intentional tort (assault, battery, invasion of privacy, intentional infliction of distress, intentional wrongful death)? If yes, please provide details:

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**EDUCATION**

| School Name             | Years Completed (circle) | Diploma or Degree | Describe course of study or major | Describe Specialized Training, Experience, Skills, Extra-Curricular Activities |
|-------------------------|--------------------------|-------------------|-----------------------------------|--|
| Elementary              | 4 5 6 7 8                |                   |                                   |  |
| High School             | 9 10 11 12               |                   |                                   |  |
| College / University    | 1 2 3 4                  |                   |                                   |  |
| Graduate / Professional | 1 2 3 4                  |                   |                                   |  |
| Trade / Correspondence  |                          |                   |                                   |  |

**PERSONAL REFERENCES**

Please list persons who know you well - please do not include previous employers or relatives.

| Name | Occupation | Address | Phone # | # Years Known |
|------|------------|---------|---------|---------------|
|      |            |         |         |               |
|      |            |         |         |               |
|      |            |         |         |               |

## PREVIOUS EXPERIENCE

Please describe any experiences, professional licenses, and certifications you have which you feel would assist you in performing the job for which you are applying. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. Please do not indicate "see resume".

|   |  |   |   |   |
|---|--|---|---|---|
| <p>Present or Past Employer</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City, State, Zip Code</p> <p>_____</p> <p>Telephone</p> | <p><u>Employed</u><br/>From<br/>(mo/yr)</p> <p>_____</p> <p>To (mo/yr)</p> | <p><u>Pay</u><br/>Start<br/>\$</p> <p>_____</p> <p>Final<br/>\$</p> | <p><u>Your Title or Position</u></p> <p>_____</p> <p><u>Name and Title of Last<br/>Supervisor</u></p> | <p><u>Reason for Leaving<br/>or wanting to leave</u></p> <p>_____</p> <p>May we contact?<br/> <input type="checkbox"/> Yes<br/> <input type="checkbox"/> No</p> |
| <p>Previous Employer</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City, State, Zip Code</p> <p>_____</p> <p>Telephone</p>        | <p><u>Employed</u><br/>From<br/>(mo/yr)</p> <p>_____</p> <p>To (mo/yr)</p> | <p><u>Pay</u><br/>Start<br/>\$</p> <p>_____</p> <p>Final<br/>\$</p> | <p><u>Your Title or Position</u></p> <p>_____</p> <p><u>Name and Title of Last<br/>Supervisor</u></p> | <p><u>Reason for Leaving</u></p> <p>_____</p>   |
| <p>Previous Employer</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City, State, Zip Code</p> <p>_____</p> <p>Telephone</p>        | <p><u>Employed</u><br/>From<br/>(mo/yr)</p> <p>_____</p> <p>To (mo/yr)</p> | <p><u>Pay</u><br/>Start<br/>\$</p> <p>_____</p> <p>Final<br/>\$</p> | <p><u>Your Title or Position</u></p> <p>_____</p> <p><u>Name and Title of Last<br/>Supervisor</u></p> | <p><u>Reason for Leaving</u></p> <p>_____</p>   |