

# Hidden Villa

## Application for Employment

*Candidates for employment at Hidden Villa are considered on the basis of their own merits and qualifications for the position for which they apply. Hidden Villa does not discriminate on the basis of sex, race, age, religious creed, color, ancestry, veteran status, pregnancy, disability, sexual orientation, marital status, national origin, or any other classification protected by applicable employment discrimination law.*

### PERSONAL INFORMATION

Last Name	First Name	Initial	Social Security Number ____-____-_____
Present Address		City	State      Zip Code
Home Phone		Business Phone	
Permanent address (if different from current address) Code		City	State      Zip
Are you legally entitled to work in the United States?			__ Yes __ No
<i>(If you are hired you will have to present evidence of your right to work in the United States no later than three days after the commencement of your employment)</i>			
Have you ever been convicted of a felony?			__ Yes __ No
If yes, state the nature of the crime(s), when and where convicted and disposition of the case.			
_____			
<i>(Conviction of a felony will not necessarily disqualify you from employment. Such factors as time of the offense, seriousness and nature of the violation and rehabilitation will be considered.)</i>			
Do you have any friends or relatives working for Hidden Villa?			__ Yes __
No			
If yes, state name(s) and relationship.			
_____			
<i>(Having a friend or relative who works for Hidden Villa will not disqualify you from employment, but Hidden Villa may not place you in a direct supervisory or reporting relationship to a friend or relative.)</i>			
Are you at least 18 years old?			__ Yes __ No

### WORK INFORMATION

Position Desired			
Can you perform the functions of this job (essential and/or marginal), with or without accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Desired Pay	Date available for work		
Are you available to work evenings and weekends?			<input type="checkbox"/> Yes <input type="checkbox"/> No
How did you learn of this position?			

### EDUCATION AND TRAINING INFORMATION

School	Name And Location Of School	No. of years	Did you graduate?	Degree or Diploma
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/ University			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/ University			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				

Do you speak, write or understand any foreign languages?  Yes  No

If yes, which language(s)? \_\_\_\_\_

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at Hidden Villa? If so, please describe:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT INFORMATION

(List Most Recent Job First)

Dates Start ___/___/___ Left ___/___/___	Employer _____ Phone _____ Address _____ City _____ State _____ Zip _____ Type of business _____ Supervisor(s) _____ Duties _____ _____ _____ Reason for leaving _____ _____ _____
Salary Start \$ _____ Left \$ _____	
Job Title _____ _____	

Dates Start ___/___/___ Left ___/___/___	Employer _____ Phone _____ Address _____ City _____ State _____ Zip _____ Type of business _____ Supervisor(s) _____ Duties _____ _____ _____ Reason for leaving _____ _____ _____
Salary Start \$ _____ Left \$ _____	
Job Title _____ _____	

Dates	Employer _____
Start	Phone _____
___/___/___	Address _____
Left	City _____ State _____ Zip _____
___/___/___	Type of business _____
Salary	Supervisor(s) _____
Start \$ _____	Duties _____
Left \$ _____	_____
Job Title	_____
_____	Reason for leaving
_____	_____
	_____

**BUSINESS OR PROFESSIONAL REFERENCES**

NAME	ADDRESS	PHONE	YEARS KNOWN	OCCUPATION

**DISCLOSURE AND AUTHORIZATION FOR BACKGROUND INVESTIGATION**

I hereby authorize Hidden Villa and/or any entity directed by Hidden Villa to obtain a background report for employment purposes. I understand this report may include inquiries regarding my educational background, work history; court records, including criminal conviction record, as permitted by law; driving history if driving is part of any job duties; and references obtained from professional and personal associates.

I hereby authorize all previous employers, educational institutions, consumer reporting agencies and other persons or entities having information about me to provide such information to Hidden Villa or other entity that obtains information for Hidden Villa. I further fully release Hidden Villa, its employees, officers, directors, agents, successors and assigns, and all other parties involved in this background investigation, including but not limited to investigators, credit agencies and those companies or individuals who provide information to Hidden Villa concerning me, from any claims or actions for any liability whatsoever related to the process or results of the background investigation.

I understand that an offer of employment is contingent upon the outcome of my background check, and that this Disclosure and Authorization is not an offer for employment Hidden Villa or a contract for employment with Hidden Villa. I further understand Hidden Villa operates under an AT-WILL EMPLOYMENT POLICY and this Authorization does not alter or affect that policy in any manner whatsoever.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Print Name)