



Application For Employment

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, or marital status. The Canadian Lakes Property Owners Corporation is an equal opportunity employer.

PLEASE PRINT OR TYPE

All questions must have a response, or N/A if not applicable

Position(s) Applied For: _____

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

Address: _____
(Street & Number) (City) (State) (Zip)

Primary Telephone: _____

Secondary Telephone: _____

Have you filed an application with the CLPOC previously? **Yes/No**

Are you under 18 years of age? (If YES, attach work permit) Are you currently working? **Yes/No**

Are you currently working? **Yes/No**

Are you on lay-off? **Yes/No**

If YES, are you subject to recall? **Yes/No**

Will you submit to a drug screening test? **Yes/No**

Were you ever employed by the CLPOC previously? **Yes/No**

If yes: _____
Position Department Dates

Are you legally permitted to work in the U.S.? **Yes/No**

Have you ever been fired from a job? **Yes/No**

If YES, give dates, where you worked, and explanation: _____

Have you ever been convicted of a Felony? **YES** **NO**

If yes, give dates, location, and explanation:

Note: A conviction record will not necessarily be a bar to employee. Factors such as age at time of offense, seriousness and nature of violation, and rehabilitation will all be considered.

Are you capable of performing with or without reasonable accommodation (special assistance, equipment, or other help) the activities involved in the job or occupation for which you have applied? **YES** **NO**

EDUCATION & TRAINING:

	High School Or Equivalent	Vocational Or Technical	College Or University	Graduate School
Name of School Address, City, State				
Did you graduate?	Yes/No	Yes/No	Yes/No	Yes/No
Credits Earned?				
Degrees or Certificates Received	N/A			
Describe Course of Study				

Describe any specialized training, apprenticeships, internships, skills, licenses, certificates, and extracurricular activities that pertain to the position(s) for which you are applying:

List professional, trade, business group memberships and offices held, and volunteer work (excluding groups the name and character of which indicate race, color, gender, religion, national origin, age, height, weight, marital status, veteran status, handicap, or any other protected class):

DRIVING INFORMATION & HISTORY:

Driver's License No: _____

Chauffer License No: _____

Commercial Driver's License No: _____

Endorsements: _____

List Traffic Citations for Last Five Years: _____

TRAINING & EXPERIENCE:

Computer Skills (including software packages): _____

Equipment or Machine Skills: _____

Hand Tools Skills: _____

Other Skills: _____

REFERENCES: (Minimum of 3 required - Do not include relatives or former employers)

Name

Address

Telephone

MILITARY SERVICE RECORD:

Have you had any experience in the Armed Forces of the United State of America, or in a Reserve or National Guard component? **Yes/No**

If **YES**, which branch? _____

Rank at Discharge: _____

Date of Discharge: _____

Was discharge less than honorable? Yes/No

Note: A less than honorable discharge from the military will not necessarily be a bar to employment.

EMPLOYMENT EXPERIENCE:

List each job held beginning with your present or last job first.

<u>Employer (current or most recent):</u> 	<u>Dates Employed:</u> From: _____ To: _____
<u>Address:</u> <u>Telephone:</u> 	<u>Hourly Rate/Salary:</u> <u>Starting:</u> <u>Final:</u>
<u>Supervisor:</u> 	<u>Duties:</u>
<u>Reason for leaving:</u> 	<u>Additional Info:</u>

<u>Employer (2):</u> 	<u>Dates Employed:</u> From: _____ To: _____
<u>Address:</u> <u>Telephone:</u> 	<u>Hourly Rate/Salary:</u> <u>Starting:</u> <u>Final:</u>

<u>Supervisor:</u>	<u>Duties:</u>
<u>Reason for leaving:</u>	<u>Additional Info:</u>

<u>Employer (3):</u>	<u>Dates Employed:</u> From: _____ To: _____
<u>Address:</u> <u>Telephone:</u>	<u>Hourly Rate/Salary:</u> <u>Starting:</u> <u>Final:</u>
<u>Supervisor:</u>	<u>Duties:</u>
<u>Reason for leaving:</u>	<u>Additional Info:</u>

AGREEMENT & UNDERSTANDING:

1. I certify that the information in this application is true, complete and correct to the best of my knowledge and understand that falsification, misleading, misrepresentation or omission of any information submitted in connection with my application or interview, whether in this document or not, may result in rejection of my application or, if hired, in dismissal.

Signature _____ Date _____

2. I waive written notice from my current employer and from any of my former employers regarding the disclosure of disciplinary reports, letters of reprimand, or other notices of disciplinary action contained in my personnel records (even if more than four years old). This waiver is made pursuant to the Bullard-Plawecki Employee Right-to-Know Act.

Signature _____ Date _____

3. I authorize the references and current and former employers listed in this application to give you any and all information concerning my current and previous employment and any pertinent information they may have (even if more than four years old) and release all parties from any liability for any damage that may result from furnishing same to you.

Signature _____ Date _____

4. I authorize Canadian Lakes Property Owners Corporation to release any information (even if more than four years old) relating in any way to my employment including disciplinary reports, letters of reprimand or other notices of disciplinary action when such information is requested by any prospective or subsequent employers without any obligation (by them or you) to give any notice of such disclosure.

Signature _____ Date _____

5. I understand that any employment offer is conditional upon the result of a drug screening test and postoffer pre-employment medical examination.

Signature _____ Date _____

6. I have read the job description(s) for the position(s) for which I am applying. If employed, I understand that if I am or become handicapped in need of accommodations for employment, I must notify the General Manager in writing within 182 days after the need is known or reasonably should have been known to me. Failure to properly notify the Canadian Lakes Property Owners Corporation will preclude any claim that the employer failed to provide reasonable accommodation.

Signature _____ Date _____

7. I understand that, as a condition of my consideration for employment with the Canadian Lakes Property Owners Corporation ("CLPOC") and as a condition of my continued employment with CLPOC, the CLPOC may obtain a consumer report that indicates, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, driving records, and any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.

I hereby authorize and consent to the CLPOC's procurement of such a report or reports. I understand that pursuant to the Federal Fair Credit Reporting Act, the CLPOC will provide me with a copy of any such report if the information in such report is, in any way, to be used in making a decision regarding my fitness for employment with the CLPOC.

I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report.

Signature _____ Date _____

8. In consideration of my employment, I agree to conform to the rules and regulations of the CLPOC as they may be amended or changed from time to time, and I agree that my employment and compensation can be terminated with or without cause and without or without notice at any time at the option of either CLPOC or myself. I understand that no officer or representative of the CLPOC has the authority to enter into an agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing, except the General Manager and any such agreement must be made in writing, directed to me personally. I further acknowledge that no one has made any representations or statements to the contrary to this employment at-will statement or about the CLPOC's economic outlook or stability to me, either oral or in writing, and I acknowledge and understand that no one has the authority to make such representations or statements to the contrary in the future.

Signature _____ Date _____

9. I agree that any lawsuit against the CLPOC arising out of my employment or termination or employment, including but not limited to, claims arising under that State or Civil Rights statutes, must be filed within one year of the event giving rise to the claims or be forever barred. I waive any limitations period to the contrary.

Signature _____ Date _____

I HAVE READ, UNDERSTAND AND AGREE TO THE TERMS OF EACH OF THE ABOVE NINE (9) INDIVIDUAL STATEMENTS, AS INDICATED ABOVE.

Signature _____ Date _____