



## Application for Employment

Hamilton Properties Corporation maintains a policy for the treating of all employees and applicants for employment without regard to race, color, creed, religion, ancestry, genetics, marital status, gender, veteran status, pregnancy, sexual orientation, national origin, age or disability, or any other characteristics protected by law in all employment decisions, including but not limited to recruiting, hiring, compensation, training, promotion, demotion, transfer, lay-off, termination and all other terms and conditions of employment. Hamilton Properties Corporation complies with the law regarding reasonable accommodation for disabled employees. Applicants requiring reasonable accommodation in order to participate in our hiring process are requested to contact the Director of Human Resource in order to arrange for such accommodation. **Please completely fill out this application. Failure to complete all sections may disqualify you from consideration for employment**

PERSONAL INFORMATION			
FULL NAME (First, Middle, Last)		OTHER NAMES USED	
PERMANENT ADDRESS (Street, City, State, Zip)		PHONE NUMBER:	
PREVIOUS ADDRESS: (Street, City, State, Zip)		CELL NUMBER:	
ARE YOU AT LEAST 18 YEARS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO		EMAIL ADDRESS	
CRIMINAL HISTORY			
HAVE YOU EVER BEEN CONVICTED OF ANY LAW OR ORDINANCE OTHER THAN A TRAFFIC VIOLATION? (Arrests are not convictions, do not include convictions that have been sealed, expunged or set aside.)			
<b>California Applicants only:</b> Omit any convictions for the possession of Marijuana that are more than (2) years old ( <i>except for possession of concentrated cannabis.</i> )			
Applicants also should omit any information concerning a referral to, and participation in, any pre-trial or post-trial diversion program.			
<input type="checkbox"/> YES <input type="checkbox"/> NO if yes, describe incident, city, state, charge. Include any plea of "Guilty" or "No Contest", including any arrangement of deferred adjudication, sentence or judgments.			
<hr/> <hr/> <hr/>			
Answering yes to this question will not necessarily disqualify an applicant for employment.			
E-VERIFY			
Hamilton Properties Corporation will provide the Social Security Administration (SSA) and the Department of Homeland Security (DHS), with information from each new employee's Form 1-9 to confirm work authorization.			
EMPLOYMENT OPPORTUNITY INFORMATION			
POSITION APPLIED FOR		PROPERTY NAME	DATE AVAILABLE
PAY EXPECTED		SHIFT PREFERENCE <input type="checkbox"/> DAY <input type="checkbox"/> SWING <input type="checkbox"/> NIGHT	
Are you applying for? <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/> TEMPORARY		HOW DID YOU HEAR ABOUT THIS POSITION?	
HAVE YOU EVER BEEN EMPLOYED BY HAMILTON PROPERTIES CORPORATION. <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF 'YES' INDICATE:	POSITION	DATES WORKED	REASON FOR LEAVING
ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION FOR WHICH YOU ARE APPLYING EITHER WITH OR WITHOUT REASONABLE ACCOMMODATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO			
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO (All new hires will be required to provide proof of eligibility to work in the United States)			
FOREIGN LANGUAGES SPOKEN / WRITTEN			



**DRIVING HISTORY** (Complete section if applying for a driving-related position; this includes most positions except for groundskeepers, night managers and pool monitors)

DO YOU HAVE A VALID DRIVERS LICENSE? ☐ YES ☐ NO

DO YOU HAVE RELIABLE TRANSPORTATION ☐ YES ☐ NO

HAVE YOU BEEN CONVICTED OF ANY MOVING VIOLATIONS IN THE LAST THREE (3) YEARS? (A moving violation includes, but not limited to, a speeding ticket, even one that has been paid) ☐ YES ☐ NO

HAVE YOU EVER BEEN INVOLVED IN ANY MOTOR VEHICLE ACCIDENTS WHILE DRIVING DURING THE PAST THREE (3) YEARS? ☐ YES ☐ NO If YES, please explain: \_\_\_\_\_

DO YOU HAVE ANY RESTRICTIONS ON YOUR DRIVER'S LICENSE AT PRESENT? ☐ YES ☐ NO If YES, please explain: \_\_\_\_\_

**EMPLOYMENT HISTORY** (List below current and last two employers, starting with the most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying.) Please complete even if you are attaching a resume.

COMPANY NAME	SUPERVISOR	DATES (FROM-TO)	JOB TITLE
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CITY/STATE	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	PHONE NUMBER ( )	PAY RATE \$ <input type="checkbox"/> annually <input type="checkbox"/> hourly
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DESCRIBE YOUR DUTIES

REASON FOR LEAVING

COMPANY NAME	SUPERVISOR	DATES (FROM-TO)	JOB TITLE
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CITY/STATE	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	PHONE NUMBER ( )	PAY RATE \$ <input type="checkbox"/> annually <input type="checkbox"/> hourly
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DESCRIBE YOUR DUTIES

REASON FOR LEAVING

HAVE YOU EVER BEEN TERMINATED OR ASKED TO RESIGN FROM ANY JOB? ☐ YES ☐ NO If YES, please explain: \_\_\_\_\_

**REFERENCES** (List three references who are NOT relatives. Do not duplicate persons listed above)

NAME	PHONE	RELATIONSHIP TO YOU

**EDUCATIONAL HISTORY**

EDUCATION	NAME OF SCHOOL, CITY/STATE	COURSE OF STUDY	NO OF YEARS	LIST DEGREE / DIPLOMA RECEIVED	NAME USED DURING ATTENDANCE
HIGH SCHOOL					
TRADE SCHOOL					
BUSINESS SCHOOL					
COLLEGE/ UNIVERSITY					

LIST ANY OFFICE, CERTIFICATIONS, CLERICAL, COMPUTER SKILLS, OR OTHER SKILLS RELATED TO THE POSITION YOU ARE APPLYING FOR: \_\_\_\_\_



**APPLICANT STATEMENT** (Please read carefully, initial each paragraph, and sign below.)

\_\_\_\_ I hereby certify that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification or omission of information on this applicant or any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed; regardless of the time elapsed before discovery.

\_\_\_\_ I hereby authorize, without reservation, Hamilton Properties Co. to thoroughly investigate the information on my application, my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Hamilton Properties Co. all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Hamilton Properties Co. my former employers and all other persons or entities from any and all claims, demands or liability arising out of or in any way related to such investigation or disclosures.

\_\_\_\_ I understand that Hamilton Properties Co. adheres to a policy of AT-WILL employment which means that each employee and the Company each retain the right to terminate the employment relationship and that the Company retains the right to modify an employee's positions or compensation at any time with or without cause or notice. No one other than the President of Hamilton Properties Co. has the authority to make any binding promise or enter into any agreement inconsistent with Hamilton's at-will policy and any such agreement must be in writing and signed by both the employee and the President of Hamilton to be effective.

\_\_\_\_ I understand that I am extended an offer of employment by Hamilton Properties Co. my employment is contingent upon satisfactory completion of a medical examination, including a drug test, and submission of proof that I have the credentials and/or licenses (if relevant) necessary for the position that I am offered.

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\_\_\_\_ If hired, I agree to conform to Hamilton Properties Co. policies and expectations, and I understand that these policies and/or employee handbook do not form a contract of employment, either express or implied.

\_\_\_\_ I understand that this application is only valid for the position applied for at present and that Hamilton Properties Co. is not obligated to retain or consider this application for future openings.

\_\_\_\_ I also understand that, if I am hired, I will be required to provide proof of identify and legal authorization to work in the United States as required by federal immigrations laws.

**I HAVE CAREFULLY READ, UNDERSTAND AND AGREE TO THE ABOVE**

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

\_\_\_\_\_  
Date



## RELEASE FORM - NOTICE AND ACKNOWLEDGEMENT

### NOTICE REGARDING BACKGROUND INVESTIGATION

Hamilton Properties Co. ("the Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Global HR Research, 24201 Walden Center Dr, Ste 206, Bonita Springs, FL 34134, Office: (239) 274-0048, Toll Free: 1-800-790-1205 or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Hamilton Properties Co. to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

**NEW YORK APPLICANTS OR EMPLOYEES ONLY:** You have the right to inspect and receive a copy of any investigative consumer report requested by Hamilton Properties Co. Incorporated by contacting Global HR Research directly.

### ACKNOWLEDGEMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, Hamilton Properties Co., or insurance company to furnish any and all background information requested by Global HR Research, another outside organization acting on behalf of Hamilton Properties Co. and/or Hamilton Properties Co. itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

**MINNESOTA AND OKLAHOMA APPLICANTS OR EMPLOYEES ONLY:** Check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. ☐ yes

**CALIFORNIA APPLICANTS OR EMPLOYEES ONLY:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

☐ yes

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
OTHER NAMES I HAVE BEEN KNOWN BY (MAIDEN)

\_\_\_\_\_  
CURRENT ADDRESS / CITY / STATE / ZIP

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
DRIVERS LICENSE NUMBER / STATE ISSUED

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE OR PROSPECTIVE EMPLOYEE

\_\_\_\_\_  
TODAY'S DATE