

# The Estates

## A T C A R P E N T E R S

1001 Carpenter's Way · Lakeland, Florida 33809  
Phone: (863) 858-3847 · Fax (863) 859-7425 · Website: www.eaclakeland.com

### APPLICATION FOR EMPLOYMENT

Please print and answer all questions. Resumes are not accepted in lieu of completion of this application. If you need assistance in completing this application, please notify a member of the Human Resources department.

#### Personal Information

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Daytime Evening Cell

Vehicle Information: \_\_\_\_\_  
Make Model Tag Number

- 1. Are you 18 years of age or older?  Yes  No
- 2. Do you have a legal right to work in the United States?  
(If hired, you will be required to provide proof of identity and employment eligibility)  Yes  No
- 3. Have you ever been employed by The Estates at Carpenters before?  Yes  No  
If yes, give dates and position held: \_\_\_\_\_
- 4. Do you have any relatives currently working for The Estates at Carpenters?  Yes  No  
If yes, please list: \_\_\_\_\_
- 5. Have you ever been terminated or forced to resign from any employment?  Yes  No  
If yes, please explain: \_\_\_\_\_
- 6. Have you ever been convicted of, had adjudication withheld, pled nolo contendere (no contest), pled guilty or have any charges pending to a misdemeanor or felony criminal offense?  Yes  No  
If yes, please explain: \_\_\_\_\_

(Falsification or omission of this or any other information on this application is grounds for immediate termination. A conviction does not necessarily disqualify you from employment. The nature of the conviction, how long ago, and the position for which you are applying are important factors.)

#### Job Interest

Position Desired: \_\_\_\_\_

Date Available: \_\_\_\_\_ Salary Desired: \$ \_\_\_\_\_ per \_\_\_\_\_

Will you accept: Temporary or seasonal work?  Yes  No Full-time work?  Yes  No  
Other: \_\_\_\_\_  Yes  No Part-time work?  Yes  No

Specify any days or hours **not** available to work: \_\_\_\_\_

How did you learn about this opening?  Lakeland Ledger  Website  
 Employee (please name): \_\_\_\_\_  Other: \_\_\_\_\_

### Educational Training and History

School & Location	Graduate? Y/N If yes, when? If no, still attending?	Degree, Diploma or Certificate?	Field of Study
1.			
2.			
3.			
4.			
5.			

### Professional Certificates and Licenses

Type of Certificate or License	Certificate/License Number	Issued by what State?	Expiration Date

Have you ever had, or do you currently have pending, any disciplinary action, suspension, or revocation taken by any licensing body or authority?  Yes  No

If yes, please explain fully: \_\_\_\_\_  
 \_\_\_\_\_

### In Case of Emergency – Please Notify (Inform Human Resources of any changes)

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone (Home): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

## Experience

Beginning with the most recent, list in the following boxes your present and past employment. All spaces MUST be completed. A resume may be used to supplement, but not substitute for, employment information. **Attach additional sheets as necessary.**

Employer Name / Address	Employment Dates	Job Title	Wage	Telephone Number
	From: _____ / _____ To: _____ / _____			( ) _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Specific Job Duties: \_\_\_\_\_

Reason for leaving (if you quit, indicate why. If you were terminated, indicate the reasons you were given):

Please explain any period of unemployment between this job and the previous. Include time spent in school, other work (paid or unpaid), move to new location, etc.: \_\_\_\_\_

Employer Name / Address	Employment Dates	Job Title	Wage	Telephone Number
	From: _____ / _____ To: _____ / _____			( ) _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Specific Job Duties: \_\_\_\_\_

Reason for leaving (if you quit, indicate why. If you were terminated, indicate the reasons you were given):

Please explain any period of unemployment between this job and the previous. Include time spent in school, other work (paid or unpaid), move to new location, etc.: \_\_\_\_\_

### Experience (continued)

Employer Name / Address	Employment Dates	Job Title	Wage	Telephone Number
	From: _____ / _____ To: _____ / _____			( ) _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Specific Job Duties: \_\_\_\_\_

Reason for leaving (if you quit, indicate why. If you were terminated, indicate the reasons you were given):

Please explain any period of unemployment between this job and the previous. Include time spent in school, other work (paid or unpaid), move to new location, etc.:

Employer Name / Address	Employment Dates	Job Title	Wage	Telephone Number
	From: _____ / _____ To: _____ / _____			( ) _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Specific Job Duties: \_\_\_\_\_

Reason for leaving (if you quit, indicate why. If you were terminated, indicate the reasons you were given):

Please explain any period of unemployment between this job and the previous. Include time spent in school, other work (paid or unpaid), move to new location, etc.:

**Personal References** (List two personal reference who are not relatives or former supervisors)

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_ Years Known: \_\_\_\_\_

**Applicant's Representation and Agreement (Please read carefully)**

All information on this employment application, related employment papers, and all interviews are true and correct. **Any material misrepresentation or omission by me will be sufficient for cancellation of this application and/or separation from service if I have been employed by The Estates at Carpenters.**

Initials: \_\_\_\_\_

I understand that just as I am free to resign at any time, The Estates at Carpenters reserves the right to terminate my employment at any time, with or without cause and without prior notice. I also understand that no representative at The Estates at Carpenters has the authority to enter into any agreement contrary to the foregoing.

Initials: \_\_\_\_\_

I understand that my employment is contingent upon satisfactory results in the screening and background investigation process, which may include a criminal background and/or abuse registry check, drug testing, verification of my ability to perform the essential functions of the position for which I've applied, and references from previous employers.

Initials: \_\_\_\_\_

I authorize The Estates at Carpenters to investigate all references and to secure additional information about me, if job related. I hereby release from liability The Estates at Carpenters and its representatives for seeking such information and all other persons or corporations for furnishing such information. I hereby waive any rights or claims I may have whether presently fully developed or not, against The Estates at Carpenters, or its agent's employers arising out of the release - authorized or unauthorized - of any information received pursuant to or in connection with the handling, processing, investigation of my application for employment. I authorize the release of any employment information about me to future employers.

Initials: \_\_\_\_\_

If hired, I agree to conform to the policies and procedures of The Estates at Carpenters and that the contents of the employee handbook or personnel manuals, as well as the policies and practices, are subject to change or modification by The Estates at Carpenters, solely at its discretion.

Initials: \_\_\_\_\_

*An Equal Opportunity Employer*

I understand that The Estates at Carpenters is a drug-free workplace and that it may require individuals who complete the initial employment screening process to submit to a drug-screening program, which may include the taking of urine and/or blood samples, and reserves the right to require that all employees submit to drug and alcohol testing during the course of their employment. I consent to any applicable drug or physical examination and other employment-related tests and further agree to hold The Estates at Carpenters harmless for any claims resulting from such screening and testing for drug and/or alcohol use.

Initials: \_\_\_\_\_

I hereby represent and warrant that I have read and fully understand the foregoing, and seek employment understanding these conditions and of my own free will and in accordance with my own judgment.

Initials: \_\_\_\_\_

I understand that The Estates at Carpenters is an Equal Opportunity Employer and does not discriminate in employment regardless of race, color, sex, religion, national origin, age, handicap, disability, marital status, or any other classification protected by law. I understand that no question on this application is used for the purpose of limiting or excusing the consideration of any applicant for employment on a basis prohibited by State or Federal law. I acknowledge and agree that if at any time I am subjected to any type of discrimination or harassment, I will contact my department supervisor or the Human Resources Manager immediately to obtain assistance in the resolution of such matters.

Initials: \_\_\_\_\_

I hereby agree that if any litigation arises, between me and the Estates at Carpenters, over any aspect of my employment, the prevailing party shall be entitled to recover costs and reasonable attorney's fees including those fees incurred at the appellate division.

Initials: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

(If applicant is under 18 years of age)