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APPLICATION FOR EMPLOYMENT

The Reserve at Lake Keowee
931 Reserve Boulevard, Sunset, SC 29685
Phone 864.869.2100 | Fax 864.868.0626



Position Applied For: _____ **Date of Application:** _____
(this question is required) *(mm/dd/yy)*

Personal Information

Name: _____
Last First Middle

Present Address: _____
Street City State Zip

Permanent Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____

Email: _____

Emergency Contact Information

Emergency Contact Name: _____ Phone: _____ Relationship: _____

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Employment Information

Date You Can Start: _____ Salary Desired: _____

Are there any hours or days of the week you cannot work? Yes No

If so, when? _____

Type of Employment: Full-time Part-time Seasonal

Have you ever applied for a position at this company before? Yes No

If yes, when? _____ Under what name? _____

Education

Name & Address of School	Years Completed	Did You Graduate?	Subject/Major
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Specialized Training/Trade School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you lawfully entitled to be employed in the United States? Yes No

Have you ever been convicted of a felony? Yes No

If so, please state citation, date, and place where offense occurred. *This question pertains only to convictions that have not been sealed or expunged.* _____

A conviction MAY NOT exclude you from employment. The offense will be evaluated in relation to the job for which you are applying.

Are you able to perform the essential functions of the job for which you have applied with or without reasonable accommodations? Yes No

We work hard to maintain our exceptional standards, therefore, all offers of employment with The Reserve at Lake Keowee are contingent upon the successful completion of a pre-employment drug screen. The Reserve at Lake Keowee also utilizes the E-Verify program to confirm work authorization with the Social Security Administration and the Department of Homeland Security.

How did you find out about this job? *(This question is required)*

- Walk-In
 Company Website
 Newspaper Ad
 Career Builder
 Craigslist
 Employee Referral (*name of employee*) _____
 Other (*please explain*) _____

Are you employed now? Yes No

May we contact your present employer? Yes No

Current and Former Employers: *List most recent job first*

Employer Info	Position Title/Responsibilities	Dates Employed	
Company Name		From: (mm/dd/yyyy)	To: (mm/dd/yyyy)
Telephone		Starting Salary	Ending Salary
Address			
Reason for Leaving			

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References: *Name three individuals not related to you, whom you have known for at least one year.*

Name	Address	Telephone	Relationship	Years Known

Other Qualifications

Please provide any additional information such as special skills, training, management experience, equipment operation, or qualifications you feel will be helpful to us in considering your application.

Please read the following statement carefully before signing to indicate your understanding:

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application may result in termination.

I authorize investigation of all statements contained in this application for any employment-related purpose. I release the listed references and all employers to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give you, including but not limited to any defamation claims I may now have or will have against them.

I understand and agree that, if hired, my employment is AT-WILL. THIS MEANS THAT, IF HIRED, EITHER THE COMPANY OR I CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.

Date (mm/dd/yyyy) _____

Signature _____

The Company is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law.

EQUAL OPPORTUNITY EMPLOYER