

APPLICATION FOR EMPLOYMENT

Date: _____

Hidden Villa Ranch is an Equal Employment Opportunity Employer. No applicant or employee shall be discriminated against unlawfully in any term or condition of employment because of race, color, national origin, ancestry, religious creed, political beliefs, sex, pregnancy and childbirth, gender, sexual orientation, marital status, age (40 or older), physical or mental disability, medical condition, genetic characteristics, or veteran status as those terms are defined by law.

Please answer each question fully and accurately. No action can be taken on this application until all questions have been answered. **PLEASE PRINT**, except for your signature on page 2.

PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE	SOCIAL SECURITY NO. ----	
PRESENT ADDRESS		CITY	STATE	ZIP CODE
PERMANENT ADDRESS		CITY	STATE	ZIP CODE
PHONE NO. ()		REFERRED BY		

EMPLOYMENT DESIRED

POSITION(S)	DATE YOU CAN START	SALARY DESIRED
ARE YOU CURRENTLY EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU EVER SOUGHT EMPLOYMENT WITH HIDDEN VILLA BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN
HAVE YOU EVER WORKED FOR HIDDEN VILLA BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEPARTMENT	DATES _____ TO _____

EDUCATION

NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

GENERAL

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING SKILLS			

U.S. MILITARY OR NAVAL SERVICE	<input type="checkbox"/> YES <input type="checkbox"/> NO	BRANCH	RANK

ARE YOU PHYSICALLY AND MENTALLY ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION(S) FOR WHICH YOU ARE APPLYING?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DO YOU NEED ANY ACCOMMODATIONS? IF SO, EXPLAIN _____	
ARE YOU SUBJECT TO ANY NON-COMPETE OR CONFIDENTIALITY AGREEMENT THAT COULD AFFECT YOUR ABILITY TO WORK FOR ABC COMPANY? If so, please explain and attach a copy of the agreement(s). _____	



Notice to Applicants and Employees

Screening tests for illegal drug use may be required before hiring and during your employment here.

FORMER EMPLOYERS (List last four employers below, starting with the last one first)

MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	POSITION	REASON FOR LEAVING
FROM			
TO			
FROM			
TO			
FROM			
TO			
FROM			
TO			
FROM			
TO			
FROM			
TO			
FROM			
TO			
FROM			
TO			

IDENTIFY AND EXPLAIN ANY AND ALL PERIODS OF UNEMPLOYMENT IN EXCESS OF ONE MONTH DURING THE PAST TEN YEARS

IF OFFERED EMPLOYMENT, CAN YOU SUBMIT VERIFICATION OF YOUR IDENTITY AND LEGAL AUTHORIZATION TO WORK IN THE UNITED STATES? YES NO

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR THAT RESULTED IN IMPRISONMENT, OR ANY FELONY? (You may answer "NO" for: (a) An arrest or detention that did not result in a conviction; (b) referral to or participation in any diversion program; (c) any criminal record that has been pardoned, sealed, expunged, erased or dismissed upon probation; or (d) any criminal record that need not be disclosed under California law, such as convictions for minor marijuana offenses more than two years old.) YES NO

IF YES, EXPLAIN WHEN AND WHERE YOU WERE CONVICTED, AND THE FINAL DISPOSITION OF EACH CHARGE. (A felony conviction will not necessarily disqualify an applicant from employment.)

REFERENCES (Give the names of three persons not related to you whom you have known at least one year)

NAME	ADDRESS & PHONE	BUSINESS	YEARS KNOWN

AGREEMENT, AUTHORIZATION, AND CONSENT FOR RELEASE OF BACKGROUND INFORMATION

PLEASE TYPE OR PRINT

I, _____
 LAST NAME FIRST NAME MIDDLE NAME (PLEASE INCLUDE Jr., Sr., II, III Etc.)

understand that in conjunction with my application for employment, work to be performed under contract, promotion, volunteer position, reassignment, and/or retention ("Engagement"), **Hidden Villa Ranch** will use the services of an outside agency to research and verify the information I have provided on my application for Engagement including my personal background, character, professional standing, work history and qualifications. This agency will provide a written report of its findings to **Hidden Villa Ranch**. **Hidden Villa Ranch** uses **Abso**, a consumer-reporting agency, as an agent to perform its Employment related background investigations.

Abso will utilize various sources of information it deems appropriate including but not limited to: criminal records, current and former employers, department of motor vehicle records, military records, credit reporting agencies, education records, licensing authorities, state and federal sanctioning authorities, professional and personal references and workers compensation records including any and all injuries in compliance with the Americans with Disabilities Act. I agree, authorize and consent to the release and disclosure of any and all information including but not limited to the above to **Hidden Villa Ranch**, and **Abso**.

I agree, authorize and consent to the procurement of a Consumer Report and/or an Investigative Consumer Report and understand that it may contain information about my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This authorization in original or copy form shall be valid for my term of Engagement from the date indicated next to my signature. According to the Fair Credit Reporting Act, I will be notified by **Hidden Villa Ranch** if Engagement is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided to **Hidden Villa Ranch**. I further understand that I may request a copy of the report, and that when doing so, proper identification will be required and I should direct my request to: **Abso**, 101 Creekside Ridge Ct., 2nd Floor, Roseville, CA 95678. I understand that residents of all states will automatically receive a copy of the report if an adverse action is taken regarding the employment application, or upon request as outlined herein.

CHECK THIS BOX IF you are applying for work with a California, Minnesota or Oklahoma based employer and you would like a copy of your Consumer Report if one is prepared in the investigation of your background. CA Codes 1785.20.5 & 1786.16(a)(5)(b)(1), MN Code 13C Subdivision 2, OK Code 24 O.S. §148

LAW ENFORCEMENT AGENCIES AND OTHER ENTITIES FOR POSITIVE IDENTIFICATION PURPOSES REQUIRE THE FOLLOWING INFORMATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND WILL NOT BE USED FOR ANY OTHER PURPOSES. PLEASE PRINT CLEARLY.

Signed	Today's Date
Name as it appears on your driver's license	Position Applied For
_____ Social Security Number	_____ Date of Birth
_____ Driver's License Number	_____ State

Other names you have used, or are also known as, including maiden name, name changes and any aliases:

PLEASE PROVIDE ALL RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS

	Street	Apt.#	City	State	Zip Code	Mo./Yr. / Mo./Yr From / To?
Current Address:	_____	_____	_____	_____	_____	_____/_____/_____/_____/_____
Former Address:	_____	_____	_____	_____	_____	_____/_____/_____/_____/_____
Former Address:	_____	_____	_____	_____	_____	_____/_____/_____/_____/_____
Former Address:	_____	_____	_____	_____	_____	_____/_____/_____/_____/_____

AUTHORIZATION

I CERTIFY THAT ALL OF THE FACTS SET FORTH IN THIS APPLICATION OR REPORTED BY ME TO THE COMPANY THROUGH A RESUME, INTERVIEW, OR OTHER MEANS, ARE ENTIRELY TRUE AND CORRECT. ANY OMISSION OR FALSIFICATION OF SUCH FACTS, REGARDLESS OF WHEN DISCOVERED, SHALL BE GROUNDS FOR IMMEDIATE REVOCATION OF ANY OFFER OR, IF I AM HIRED BY THE COMPANY, FOR IMMEDIATE TERMINATION OF EMPLOYMENT.

I HEREBY CONSENT TO AND AUTHORIZE THE COMPANY TO CONDUCT A COMPLETE INVESTIGATION OF MY BACKGROUND, INCLUDING MY EDUCATION, EMPLOYMENT HISTORY, CRIMINAL RECORD, DRIVING AND INSURABILITY RECORD, AND ALL OTHER FACTS SET FORTH IN THIS APPLICATION OR REPORTED BY ME TO THE COMPANY THROUGH A RESUME, INTERVIEW, OR OTHER MEANS. I HEREBY RELEASE AND AGREE TO INDEMNIFY THE COMPANY AND ITS PERSONNEL FROM ALL LIABILITY OF ANY KIND FOR CONDUCTING SUCH AN INVESTIGATION.

DATE: _____

SIGNATURE: _____

AT WILL AGREEMENT

(Read Carefully)

I ALSO UNDERSTAND AND AGREE THAT IF I ACCEPT EMPLOYMENT WITH THE COMPANY, MY EMPLOYMENT WILL BE ON AN AT-WILL BASIS. THIS MEANS THAT MY EMPLOYMENT WILL NOT BE GUARANTEED FOR ANY SPECIFIC PERIOD, AND CAN BE TERMINATED AT ANY TIME EITHER BY ME OR THE COMPANY, WITH OR WITHOUT CAUSE OR PRIOR WARNINGS. I UNDERSTAND THAT THIS PART OF THIS EMPLOYMENT APPLICATION IS A LEGALLY BINDING CONTRACT.

THIS AGREEMENT CONCERNING TERMINATION OF EMPLOYMENT WILL AUTOMATICALLY BECOME PART OF ANY OFFER OF EMPLOYMENT MADE TO ME. THIS AGREEMENT ALSO CONSTITUTES THE ENTIRE AGREEMENT BETWEEN ME AND THE COMPANY CONCERNING TERMINATION OF MY EMPLOYMENT. IT SUPERSEDES ALL PRIOR DISCUSSIONS, PROMISES OR UNDERSTANDINGS, INCLUDING THOSE BASED ON MY RECRUITMENT OR INTERVIEWS, AND IT CAN BE CHANGED ONLY IN A FORMAL WRITTEN CONTRACT SIGNED BY THE PRESIDENT.

DATE: _____

SIGNATURE: _____

INTERVIEWED BY: _____

DATE: _____