



# Employment Application

*Note: This application is valid for 90 days. If you wish to be considered for employment after this 90-day period, a new application must be completed.*

Location/Property Applying For: \_\_\_\_\_

Equal Opportunity Employer\*

## PERSONAL INFORMATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_

SS#: \_\_\_\_\_

Present

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

Permanent

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

Phone No: ( ) \_\_\_\_\_

Are you 18 years or older? Yes\_\_ No\_\_

In order to permit a check of your work and education records, are there any other names that you have previously used? Yes\_\_ No\_\_ If yes, identify names and relevant dates: \_\_\_\_\_

Please list all previous places of residence (if different than current residence) for the past five years (Use a separate sheet if necessary):

1. \_\_\_\_\_ How long? \_\_\_\_\_

2. \_\_\_\_\_ How long? \_\_\_\_\_

3. \_\_\_\_\_ How long? \_\_\_\_\_

## GENERAL EMPLOYMENT QUESTIONS

How Did You Learn About Us?

\_\_Advertisement \_\_Friend \_\_Walk-In

\_\_Employment Agency (name: \_\_\_\_\_)

\_\_Buckingham Employee (name: \_\_\_\_\_)

\_\_Internet (please list: \_\_\_\_\_)

Position Applied For: \_\_\_\_\_

Can Start: \_\_\_\_\_

Are You Employed Now? \_\_\_\_\_

If So May We Contact

Your Present Employer? \_\_\_\_\_ Previous Employers? \_\_\_\_\_

If "no," please explain reason: \_\_\_\_\_

\* Buckingham is an equal opportunity employer and does not discriminate against applicants or employees on the basis of age, race, color, gender, religion, national origin, ancestry, disability, sexual orientation, veteran status, or any other classification protected by local, state, or federal law. Equal access to employment, services, and programs is available to all qualified individuals. Any applicant who requires a reasonable accommodation for the application and/or interview process should notify a Company human resources representative or manager.

Can you work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No				Employment that you desire: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Either Full-Time or Part-Time <input type="checkbox"/> Temporary			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
What hours are you available to work?							

Have you ever applied to Buckingham before? Yes \_\_\_\_ No \_\_\_\_ If yes, when? \_\_\_\_

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status?  
Yes \_\_\_\_ No \_\_\_\_ If yes, please explain on a separate sheet, and also note that proof of citizenship or immigration status will be required upon employment.

Can you travel if the job requires it? \_\_\_\_\_

Driver's License Number (if driving is one of the responsibilities of the job you are seeking):

Number: \_\_\_\_\_

State of Issuance: \_\_\_\_\_

Is your license currently active/valid? Yes \_\_\_\_ No

Are you subject to any current driving restrictions? (Do not include any restrictions that relate to any health issue)

Yes \_\_\_\_ No \_\_\_\_ If yes, please explain on a separate sheet.

If you are under the age of 18 can you furnish a work permit, if required? \_\_\_\_\_

<b>EDUCATION</b>	Name and Location of School	No. of Years Attended	Did You Graduate? When?	Subjects Studied/Degree
Elementary				
High School				
College				
Graduate/ Professional				
Trade, Business or Other				

HVAC/EPA Certified? \_\_\_\_\_

Subjects of special study or work: \_\_\_\_\_

**MILITARY SERVICE**

Military Service: \_\_\_\_\_ Rank: \_\_\_\_\_ Present Membership in National Guard or Reserves: \_\_\_\_\_

\_\_\_\_\_

**FORMER EMPLOYERS** Please give an accurate, complete full-time and part-time employment record. Include any job-related military service assignments, and volunteer activities. Start with your current employer (or most recent employer if not employed) and account for all periods of unemployment. Use a separate sheet if necessary.

1.	EMPLOYER	DATES		WORK PERFORMED
	ADDRESS	FROM	TO	
	POSITION			
	SUPERVISOR AND PHONE NO.	WAGE/SALARY		
	REASON FOR LEAVING	STARTING	FINAL	
	VOLUNTARY OR INVOLUNTARY TERMINATION?			
2.	EMPLOYER	DATES		WORK PERFORMED
	ADDRESS	FROM	TO	
	POSITION			
	SUPERVISOR AND PHONE NO.	WAGE/SALARY		
	REASON FOR LEAVING	STARTING	FINAL	
	VOLUNTARY OR INVOLUNTARY TERMINATION?			
3.	EMPLOYER	DATES		WORK PERFORMED
	ADDRESS	FROM	TO	
	POSITION			
	SUPERVISOR AND PHONE NO.	WAGE/SALARY		
	REASON FOR LEAVING	STARTING	FINAL	
	VOLUNTARY OR INVOLUNTARY TERMINATION?			
4.	EMPLOYER	DATES		WORK PERFORMED
	ADDRESS	FROM	TO	
	POSITION			
	SUPERVISOR AND PHONE NO.	WAGE/SALARY		
	REASON FOR LEAVING	STARTING	FINAL	
	VOLUNTARY OR INVOLUNTARY TERMINATION?			

**QUALIFICATIONS FOR EMPLOYMENT**

Except for vacations and holidays, how many work days were you absent during the past calendar year (do not include any days that were covered under Family and Medical Leave Act or other leave law)?  
\_\_\_ 0-5 days \_\_\_ 6-10 days \_\_\_ 11-15 days \_\_\_ 16-20 days \_\_\_ 21+ days

Which of your previous jobs did you like best? \_\_\_\_\_

What did you like most about that job? \_\_\_\_\_

Have you ever been fired or asked to resign? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Buckingham has a policy of assuring that the work environment is free from harassment and discrimination. Have you ever been accused of sexual or other harassment or employment discrimination? Yes \_\_\_\_\_ No \_\_\_\_\_

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

What do you consider your greatest qualifications? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any specialized training, apprenticeship, and skills and state where it was received; also describe any job-related extra-curricular activities: \_\_\_\_\_  
\_\_\_\_\_

List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal gender, race, religion, national origin, age, disability or any other protected status): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES**

(Give the names of three persons not related to you, whom you have known at least one year. Do not include any prior employer.)

	<u>Name</u>	<u>Address</u>	<u>Relationship</u>	<u>Years Acquainted</u>	<u>Telephone Number</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

**OTHER**

Emergency contact: \_\_\_\_\_  
Name Address Phone

Have you ever pled guilty or no contest to, or been convicted of any crime in any state? \_\_\_ Yes \_\_\_ No

(If you are not applying for a position that involves driving, do not include minor traffic offenses, but you should include all convictions classified as felonies, misdemeanors, and otherwise). If yes, please provide below or on a separate page the date, place, and nature of conviction.

Note: a conviction does not constitute an automatic bar to employment. The type of conviction and when it occurred will be considered. We will also consider the nature of the position for which you are being considered.

Information for Applicants in Illinois: An applicant is not required to disclose records of arrests or convictions that have been sealed, expunged, or impounded under Section 5 of the Illinois Criminal Identification Act. In addition, you are not required to disclose whether you have had arrest or conviction records sealed, expunged, or impounded.

Information for Applicants in Ohio: An applicant is not required to provide a response regarding conviction records sealed under the Ohio First-Offenders law unless we advise you that this question is substantially related to a position for which you may be considered.

Have you ever been involved in a "diversion" program in connection with any criminal matter, whether convicted or not? \_\_\_ Yes \_\_\_ No. (If yes, please provide details on a separate sheet, but you are not obligated to disclose sealed or expunged records of convictions or arrests).

If you are hired, would you be able to perform all functions and all necessary job assignments of the particular job for which you are applying, with or without reasonable accommodations? Yes \_\_\_ No \_\_\_ If No, please explain: \_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT, WAIVER OF STATUTE OF LIMITATIONS AND WAIVER OF RIGHT TO JURY TRIAL**

I authorize Buckingham Properties ("Company"), its employees or agents to contact and obtain information, and I agree to cooperate in obtaining such information, from all references (personal and professional), employers, public agencies and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, and in any resume and interview. I authorize the Company to obtain a criminal history regarding me for pre-employment purposes and, if employed, at any time during employment. I hereby waive any and all rights and claims I may have against the Company, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me. In addition, I authorize any party having information bearing upon my qualifications for employment to release such information to the Company. In addition, I waive any right I have to require the Company or any prior employer to provide me with written notice before furnishing disciplinary reports, letters of reprimand, or other disciplinary actions to any person or entity. I release from any and all liability all individuals and organizations who provide information to the Company.

I agree to submit to any lawful drug, alcohol, or other testing that may be required as a condition of employment or continued employment. I understand that refusal to promptly submit to and cooperate with any test request will result in disqualification from consideration for employment or, if hired, immediate termination.

**In consideration of the Company's review of this Application, I also understand and agree that: (a) any action or suit against the Company, its representatives, employees or agents arising out of or relating to my employment or termination of employment, including, but not limited to, claims arising under Local, State, or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred, and I knowingly and voluntarily waive any limitations period to the contrary; and (b) I also knowingly and voluntarily waive any right that I may have to a jury trial in connection with any claim or action relating to my employment or the termination of that employment.**

I also understand and agree that if employed, any misrepresentation or omission on this Application, any resume submitted by me to the Company, or any other Company record will result in dismissal, regardless of the date of discovery. I acknowledge that employment is also subject to a satisfactory review of my references.

Neither this Application nor any statement made to me during the hiring process or thereafter shall be considered a contract of employment of any kind. Where such a contract is intended, I understand that it will be separately entered into and signed by the President of the Company. Absent such a contract, I understand that, if hired, my employment will be terminable-at-will, with or without reason, cause or notice, that I am not being employed for any specified or definite period of time, and that this application is not and is not intended to be a contract, offer, statement or confirmation of or for continued employment. I understand that any employee handbook or manual does not represent an employment contract if I am hired. The Company may alter, modify, amend, or terminate any of its policies and benefits, both as to active and retired employees.

I agree to all of the foregoing.

Print your name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NAME:** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Hire: Yes \_\_\_\_\_ No \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

Date Reporting to Work: \_\_\_\_\_

Approved: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_