

FOR COMPANY USE
Location Applied To _____
Position Applied For _____
Referred By _____

# Southern HOME RENTALS

*Giving You The Life That You Deserve!*

## APPLICATION FOR EMPLOYMENT

(PLEASE PRINT PLAINLY)

### APPLICANT DATA

NAME \_\_\_\_\_ Social Security No. \_\_\_\_\_  
 Last First Middle

PRESENT ADDRESS \_\_\_\_\_  
 No. Street City State Zip Code

Are you 18 or over? \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_  
 Area Code Number

I am applying for: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Temporary \_\_\_\_\_ Minimum Earnings Required \_\_\_\_\_ per week.

List below exact hours and days you would be available to work (If Hourly)							
	MON.	TUE.	WED.	THU.	FRI.	SAT.	
FROM							What date will you be available to start work if hired? _____
TO							Do you have transportation to work? <input type="checkbox"/> YES <input type="checkbox"/> NO

Were you previously employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_ Where? \_\_\_\_\_ What position? \_\_\_\_\_

If not, have you previously applied here or at another Southern Home Rentals? \_\_\_\_\_ If yes, date? \_\_\_\_\_ Location? \_\_\_\_\_

Have you been convicted of a crime within the past 7 years? Yes \_\_\_ No \_\_\_ (A conviction of a crime will not necessarily disqualify you for employment with this company.)

If yes, describe in detail: \_\_\_\_\_

Can you perform the functions of the job for which you are applying, with or without reasonable accommodations? Yes \_\_\_ No \_\_\_

Will you relocate if a position becomes available and requires relocation? Yes \_\_\_ No \_\_\_

Thank you for your interest in Southern Home Rentals. Please note that your application must be filled out in its entirety, or it will be discarded and a new application will have to be re-submitted at a later date.

If acceptable, this application will remain in our active files for a period of 90 days. If after 90 days a position becomes available, you may re-apply.

Southern Home Rentals is an equal opportunity employer following a policy and practice of non-discrimination in employment on any unlawful basis.

The contents of any worker guidebook, as well as other employer practices and policies, are subject to change or modification by the company solely at its discretion without prior notice.

# EDUCATION

	School	Years Attended		Circle Year Completed	Did You Graduate?
<b>High</b>	Name			1	<input type="checkbox"/> Yes  <input type="checkbox"/> No
	Address City, State & Zip			2	
	Course of Study			3	
	Diploma or Degree(s) Received			4	
<b>College</b>	Name	From	To	1	<input type="checkbox"/> Yes  <input type="checkbox"/> No
	Address City, State & Zip			2	
	Course of Study			3	
	Diploma or Degree(s) Received			4	
<b>Other: Specify</b>	Name	From	To	1	<input type="checkbox"/> Yes  <input type="checkbox"/> No
	Address City, State & Zip			2	
	Course of Study			3	
	Diploma or Degree(s) Received			4	

List any special training, skills, hobbies, or interests you feel help qualify you for applied position: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## LIST FIVE REFERENCES (other than employees or relatives)

1. Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_
2. Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_
3. Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_
4. Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_
5. Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

# EMPLOYMENT HISTORY

Begin With Your Most Recent Employment And Continue With All Past Employment (Including Military Service)

<b>I</b> EMPLOYER	From		Describe Your Position and Duties	Starting Salary	Reason for Leaving	Name & Title of Immediate Supervisor
	Mo.	Yr.				
Name of Company						
Address	To			Ending Salary		
	Mo.	Yr.				
City, State & Zip						
Phone No. (      )	Type of Business					
Explain Any Periods Between Jobs						

<b>II</b> EMPLOYER	From		Describe Your Position and Duties	Starting Salary	Reason for Leaving	Name & Title of Immediate Supervisor
	Mo.	Yr.				
Name of Company						
Address	To			Ending Salary		
	Mo.	Yr.				
City, State & Zip						
Phone No. (      )	Type of Business					
Explain Any Periods Between Jobs						

<b>III</b> EMPLOYER	From		Describe Your Position and Duties	Starting Salary	Reason for Leaving	Name & Title of Immediate Supervisor
	Mo.	Yr.				
Name of Company						
Address	To			Ending Salary		
	Mo.	Yr.				
City, State & Zip						
Phone No. (      )	Type of Business					
Explain Any Periods Between Jobs						

	NAME and ADDRESS of ADDITIONAL EMPLOYERS	From	To	Job Title / Phone #	Reason for Leaving
IV					
V					
VI					
VII					
VIII					

	NAME and ADDRESS of ADDITIONAL EMPLOYERS	From	To	Job Title / Phone #	Reason for Leaving
IX					
X					
XI					
XII					
XIII					
XIV					
XV					
XVI					
XVII					
XVIII					
XIX					
XX					

**APPLICANT'S CERTIFICATION AND AGREEMENT - Please read each statement carefully before signing.**

I certify that all information provided in this employment application is true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize and agree to cooperate in a thorough investigation of all statements made herein and other matters relating to my background and qualifications. I understand that any investigation conducted may include a request for employment and educational history, credit reports, consumer reports, investigative consumer reports, driving record, workers compensation history and criminal history. I further authorize, if employed by Southern Home Rentals, the requests for such reports can be requested anytime during my employment. I authorize any person, school, current and former employer, consumer reporting agency and any other organization or agency to provide information relevant to such investigation and hereby release all persons and corporations requesting or supplying information pursuant to such investigation, before or during my employment, from all liability or responsibility to me for doing so. I understand that I have the right to make a written request within a reasonable period of time for complete disclosure of the nature and scope of any investigation. I further authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the job for which I am being considered or any future job in the event that I am hired.

I understand that the Company has a drug and alcohol policy which states that possessing, using, transferring, consuming, selling or attempting to sell any form of drugs or alcohol on the Company's property is against company policy and is grounds for immediate actions such as suspension subject to termination or immediate termination. I understand that the Company utilizes pre-employment drug testing and testing of current associates under certain circumstances according to company policy, and I agree to abide by the company's drug testing policy. I understand that compliance with the Company Code of Conduct is a condition of my employment. I further understand that I am to abide by all policies and procedures of the Company, which may be changed from time to time at the company's discretion.

**I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the company and my employment may be terminated at any time, with or without cause and with or without notice.**

I have read, understand, and by my signature consent to these statements.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_