



# Avalon Hills

R E S I D E N T I A L   E A T I N G

D I S O R D E R S   P R O G R A M

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## APPLICATION FOR EMPLOYMENT

**INSTRUCTIONS:** THIS IS A VERY SIGNIFICANT DOCUMENT. ANSWER EACH ITEM ACCURATELY AND COMPLETELY. FAILURE TO DO SO MAY RESULT IN YOU NOT BEING CONSIDERED FOR THE POSITION OR IN YOUR TERMINATION IF INACCURATE OR OMITTED INFORMATION IS DISCOVERED AFTER YOUR EMPLOYMENT HAS BEGUN.

UNLESS OTHERWISE NOTED IN THE APPLICATION, DO NOT SIMPLY WRITE "SEE RESUME."  
COMPLETE RESPONSES ARE REQUIRED FOR EACH ITEM.

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YOUR FULL NAME PRINTED

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Phone #

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E-mail address

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Current street address

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City

State

Zip

**PERSONAL INFORMATION**

ARE YOU 18 YEARS OR OLDER? YES\_\_\_\_ NO\_\_\_\_

CAN YOU FURNISH PROOF THAT YOU ARE ELIGIBLE FOR EMPLOYMENT  
IN THE U.S.? YES\_\_\_\_ NO\_\_\_\_

**EMPLOYMENT DESIRED**

POSITION\_\_\_\_\_PAY DESIRED\_\_\_\_\_

ARE YOU AVAILABLE TO WORK: FULL-TIME?\_\_\_\_\_ PART-TIME?\_\_\_\_\_

IF REQUESTED, ARE YOU AVAILABLE TO WORK (CHECK AS ANY THAT WOULD APPLY)

WEEKENDS \_\_\_\_\_ EVENINGS\_\_\_\_\_

DAYS \_\_\_\_\_ OVERTIME\_\_\_\_\_

DATE AVAILABLE TO WORK\_\_\_\_\_

DO YOU HAVE RELIABLE TRANSPORTATION \_\_\_\_\_

ARE YOU EMPLOYED NOW? \_\_\_\_\_

IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?\_\_\_\_\_

WOULD YOU ANTICIPATE YOUR CURRENT EMPLOYMENT TO CONTINUE IF YOU WERE HIRED BY  
AVALON HILLS? YES\_\_\_\_ NO\_\_\_\_

WHO REFERRED YOU TO OUR COMPANY? \_\_\_\_\_

EVER APPLIED TO OUR COMPANY BEFORE?\_\_\_\_\_WHEN?\_\_\_\_\_

EVER WORKED FOR OUR COMPANY BEFORE?\_\_\_\_\_WHEN?\_\_\_\_\_

WAS TERMINATION VOLUNTARY OR INVOLUNTARY?\_\_\_\_\_

EXACT REASON(S) FOR LEAVING\_\_\_\_\_

\_\_\_\_\_

NAME OF YOUR LAST SUPERVISOR AT OUR COMPANY\_\_\_\_\_

NAMES OF ALL RELATIVES WHO WORK FOR OUR COMPANY\_\_\_\_\_

\_\_\_\_\_

**PLEASE TELL US ABOUT YOURSELF**

PLEASE LIST ANY SPECIAL SKILLS, TRAINING, OR TALENTS \_\_\_\_\_

HOW WOULD YOU DESCRIBE YOURSELF? \_\_\_\_\_

WHAT ARE YOUR CAREER ASPIRATIONS? \_\_\_\_\_

<b><u>EDUCATION</u></b>	<b>NAME OF SCHOOL</b>	<b>NO. YEARS ATTENDED</b>	<b>YR. DIPLOMA RECEIVED</b>	<b>DID YOU GRADUATE?</b>	<b>MJR/MNR STUDIED</b>
HIGH SCHOOL			N/A		
COLLEGE					
TRADE, BUSINESS OR CORRESP. SCHOOL					

**REFERENCES**

GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>NO. YEARS ACQUAINTED</u>	<u>NATURE OF ACQUAINTANCE</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

AVALON HILLS-APPLICATION FOR EMPLOYMENT

**FORMER EMPLOYERS-** LIST YOUR FOUR PREVIOUS EMPLOYERS, STARTING WITH THE MOST RECENT ONE.  
 IF YOU WOULD LIKE TO ATTACH A RESUME: PLEASE FILL OUT AT MINIMUM THE NAME OF EMPLOYER, REASON FOR LEAVING, AS WELL AS ANY OTHER REQUESTED INFORMATION NOT APPEARING ON YOUR RESUME.

FROM:	EMPLOYER, CITY AND STATE:
TO:	POSITION(S):
	REASON FOR LEAVING:

FROM:	EMPLOYER, CITY AND STATE:
TO:	POSITION(S):
	REASON FOR LEAVING:

FROM:	EMPLOYER, CITY AND STATE:
TO:	POSITION(S):
	REASON FOR LEAVING:

FROM:	EMPLOYER, CITY AND STATE:
TO:	POSITION(S):
	REASON FOR LEAVING:

**UNEMPLOYMENT HISTORY**

PLEASE ACCOUNT FOR ANY TIME YOU WERE NOT EMPLOYED IN THE LAST 5 YEARS, AFTER LEAVING SCHOOL.  
 YOU NEED NOT LIST ANY UNEMPLOYED PERIODS OF ONE MONTH OR LESS.  
 NOTE: PERIODS OF UNEMPLOYMENT WILL NOT NECESSARILY DISQUALIFY AN APPLICANT

TIME PERIOD TO: FROM:	REASON(S) UNEMPLOYED
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TIME PERIOD TO: FROM:	REASON(S) UNEMPLOYED
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TIME PERIOD TO: FROM:	REASON(S) UNEMPLOYED
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(PLEASE ATTACH ADDITIONAL SHEETS, IF INSUFFICIENT SPACE.)

DO YOU HAVE ANY COMMITMENTS TO ANOTHER ENTITY, BUSINESS, OR PERSON THAT MIGHT INTERFERE WITH YOUR EMPLOYMENT WITH OUR COMPANY, SUCH AS BEING SUBJECT TO A RESTRICTIVE COVENANT, TO A TRADE SECRETS AGREEMENT, TO RECALL FROM LAYOFF, OR HOLDING A SECOND JOB? YES \_\_\_\_\_ NO \_\_\_\_\_

EXPLAIN FULLY \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERFORMANCE OF JOB RELATED FUNCTIONS**

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB, WITH OR WITHOUT REASONABLE ACCOMMODATION, FOR WHICH YOU ARE APPLYING? YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU CURRENTLY TAKE ANY ILLEGAL DRUGS? YES \_\_\_\_\_ NO \_\_\_\_\_

DESCRIBE FULLY \_\_\_\_\_  
\_\_\_\_\_

**CRIMINAL MATTERS**

HAVE YOU EVER BEEN CONVICTED OF (OR PLEADED GUILTY OR NOLO CONTENDERE TO) A CRIME? (DO NOT IDENTIFY CONVICTIONS FOR WHICH THE CRIMINAL RECORD HAS BEEN EXPUNGED, SEALED, OR ERADICATED BY THE COURT, OR MISDEMEANOR CONVICTIONS FOR WHICH ANY PROBATION HAS BEEN COMPLETED AND THE CASE DISMISSED BY THE COURT.)

YES \_\_\_\_\_ NO \_\_\_\_\_ NO. OF TIMES \_\_\_\_\_

DID THE CONVICTION(S) (OR GUILTY OR NOLO CONTENDERE PLEA) RESULT IN IMPRISONMENT?

YES \_\_\_\_\_ NO \_\_\_\_\_ NO. OF TIMES \_\_\_\_\_

EXPLAIN EACH CONVICTION (AND GUILTY OR NOLO CONTENDERE PLEA) FULLY. (A CONVICTION (OR GUILTY OR NOLO CONTENDERE PLEA) WILL NOT NECESSARILY DISQUALIFY AN APPLICANT.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATIONS**

**IMPORTANT**

**PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING**

"I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF UTAH THAT THE FACTS CONTAINED IN THIS APPLICATION OR ANY RESUME OR OTHER DOCUMENTATION SUBMITTED ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE INFORMATION OR SIGNIFICANT OMISSIONS WILL DISQUALIFY ME FROM FURTHER CONSIDERATION FOR EMPLOYMENT, AND WILL BE JUSTIFICATION FOR MY DISMISSAL FROM EMPLOYMENT , IF DISCOVERED AT A LATER DATE."

\_\_\_\_\_INITIALS

"I AGREE TO IMMEDIATELY NOTIFY THE COMPANY IF I SHOULD BE CONVICTED OF OR PLEAD GUILTY OR NOLO CONTENDERE TO ANY CRIME WHILE MY JOB APPLICATION IS PENDING OR DURING MY PERIOD OF EMPLOYMENT, IF HIRED."

\_\_\_\_\_INITIALS

"I AUTHORIZE THE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION (AND ACCOMPANYING RESUME OR OTHER DOCUMENTATION, IF ANY) AND FURTHER AUTHORIZE ANY PERSON, SCHOOL, CURRENT EMPLOYER (EXCEPT EXPRESSLY NOTED), PAST EMPLOYER(S), CONSUMER REPORTING AGENCY AND ORGANIZATIONS, WHETHER OR NOT NAMED IN THIS APPLICATION FORM (AND RECORDS, INFORMATION AND OPINION THAT MAY BE USEFUL IN MAKING A HIRING DECISION. I RELEASE ALL SUCH INFORMANTS AND THE COMPANY FROM ALL LIABILITY FOR ANY DECISION, CLAIM OR DAMAGE THAT MAY RESULT FROM FURNISHING AND/OR RELYING ON SUCH INFORMATION AND OPINION (WHICH IS TRUTHFUL OR MADE IN GOOD FAITH) TO YOU."

\_\_\_\_\_INITIALS

"I AGREE NOT TO USE OR DISCLOSE COMPANY TRADE SECRETS OR CONFIDENTIAL OR PROPRIETARY INFORMATION TO ANYONE OUTSIDE THE COMPANY OR ANYONE WITHIN THE COMPANY WHO IS NOT AUTHORIZED TO HAVE THE INFORMATION. I FURTHER AGREE TO EXECUTE ANY DOCUMENTATION NECESSARY TO EFFECTUATE THIS PROVISION. I WILL NOT ENGAGE IN OTHER ACTIVITIES THAT CREATE A CONFLICT OF INTEREST WITH MY POSITION WITH THE COMPANY UNLESS GIVEN PERMISSION IN WRITING BY THE COMPANY."

\_\_\_\_\_INITIALS

AGREEMENT FOR AT-WILL EMPLOYMENT

"IF I BECOME EMPLOYED, IN CONSIDERATION OF MY EMPLOYMENT, I AGREE THAT, MY EMPLOYMENT WILL BE AT-WILL, AND MAY BE TERMINATED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME AT THE OPTION OF MYSELF OR THE COMPANY. I UNDERSTAND AND ACKNOWLEDGE THAT ONLY THE PRESIDENT OF THE COMPANY HAS THE AUTHORITY TO ENTER INTO AN EMPLOYMENT AGREEMENT FOR A SPECIFIED PERIOD OF TIME OR FOR TERMINATION ONLY FOR CAUSE, AND ANY SUCH AGREEMENT MUST BE IN WRITING. I UNDERSTAND AND ACKNOWLEDGE THAT, THIS CONSTITUTES THE ENTIRE AGREEMENT BETWEEN ME AND THE COMPANY REGARDING THE TERM OF MY EMPLOYMENT AND SUPERSEDES ANY OTHER ORAL OR WRITTEN AGREEMENT."

\_\_\_\_\_INITIALS

COMPLIANCE WITH RULES

"IF I BECOME EMPLOYED, IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO COMPLY WITH THE RULES, REGULATIONS, POLICES AND PROCEDURES OF THE COMPANY."

\_\_\_\_\_INITIALS

PREEMPLOYMENT DOCUMENTS

"IF OFFERED EMPLOYMENT, I UNDERSTAND THAT I WILL BE REQUIRED TO REVIEW, COMPLETE AND EXECUTE VARIOUS EMPLOYMENT DOCUMENTS (INCLUDING, BUT NOT LIMITED TO, THIS APPLICATION, EMPLOYEE HANDBOOK, AND RECEIPT FORM), AND AGREE THAT THE PROCESS OF MY BEING HIRED WILL NOT BE COMPLETE UNTIL ALL EMPLOYMENT DOCUMENTS HAVE BEEN SIGNED."

\_\_\_\_\_INITIALS

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_