

Desired Position \_\_\_\_\_

## CANDLEWICK LAKE ASSOCIATION, INC. APPLICATION FOR EMPLOYMENT

### PRE-EMPLOYMENT QUESTIONNAIRE

Candlewick Lake Association, Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, national origin, citizenship status, ancestry, age, sex, marital status, sexual orientation, physical or mental disability or handicap, or military status.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

E-Mail Address \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

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

If applying for a position at Savannah Oaks or Public Safety, are you 21 years or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you legally authorized to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you available to work any shift? Yes \_\_\_ No \_\_\_ Can you work overtime, including weekends? Yes \_\_\_ No \_\_\_

**EDUCATION:** Please indicate education or training which you believe qualifies you for the position you are seeking.

**High School:** No. of Yrs Completed (circle one) 1 2 3 4

**Diploma:** \_\_\_ Yes \_\_\_ No **G.E.D.:** \_\_\_ Yes \_\_\_ No

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

**College and/or Vocational School:**

Number of Years Completed (circle one) 1 2 3 4

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Major \_\_\_\_\_ Degrees Earned \_\_\_\_\_

**Other Training or Degrees:**

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Course \_\_\_\_\_ Degree or Certificate Earned \_\_\_\_\_

**Special Skills and Qualifications** – Do you have any job related skills, qualifications and/or training that would enhance your ability to perform the position applied for? If yes, explain.

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Date that you can start: \_\_\_\_\_ Hourly Rate/Salary Desired \_\_\_\_\_

Have you ever worked for our company before? Yes \_\_\_ No \_\_\_

Who referred you to this Company? \_\_\_\_\_

Are you employed now: Yes \_\_\_ No \_\_\_ If so, may we call your present employer?  
Yes \_\_\_\_\_ No \_\_\_\_\_

During the last ten years, have you ever been convicted of a crime other than minor traffic offense?

Yes \_\_\_ No \_\_\_ If yes, please provide details (dates and locations for all convictions). A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered). \_\_\_\_\_

**\*\*IMPORTANT NOTICE – Under Illinois law, job applicants are not obligated to disclose sealed or expunged records of conviction or arrest or expunged juvenile records of conviction or arrest.**

Have you ever been terminated from employment or asked to resign by an employer?  
Yes \_\_\_ No \_\_\_ If yes, please provide company name and details

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**JOB HISTORY** – List last employer first, including Military Service.

Name of Present/Last Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Starting Date \_\_\_\_\_ Leaving Date \_\_\_\_\_ Job Title \_\_\_\_\_

Weekly Starting Salary \_\_\_\_\_ Weekly Final Salary \_\_\_\_\_ May We Contact Your

Supervisor? Yes \_\_\_ No \_\_\_ Name of Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Description of Work

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Reason for Leaving:

**Names of Previous Employer:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Starting Date \_\_\_\_\_ Leaving Date \_\_\_\_\_ Job Title \_\_\_\_\_

Weekly Starting Salary \_\_\_\_\_ Weekly Final Salary \_\_\_\_\_ May We Contact Your  
Supervisor? Yes \_\_\_ No \_\_\_ Name of Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Description of Work  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Names of Previous Employer:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Starting Date \_\_\_\_\_ Leaving Date \_\_\_\_\_ Job Title \_\_\_\_\_

Weekly Starting Salary \_\_\_\_\_ Weekly Final Salary \_\_\_\_\_ May We Contact Your  
Supervisor? Yes \_\_\_ No \_\_\_ Name of Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Description of Work  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**MILITARY SERVICE RECORD**

Were you in the U.S. Armed Forces? Yes \_\_\_ No \_\_\_ If yes, what branch? \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_ Total time in Service: \_\_\_\_\_

Highest rank achieved: \_\_\_\_\_ Type of discharge: \_\_\_Honorable \_\_\_Dishonorable \_\_\_Other

Are you in the military reserves \_\_\_No \_\_\_Yes, what branch? \_\_\_\_\_

How often do you have to report for duties? \_\_\_Weekly \_\_\_Monthly \_\_\_Other, explain: \_\_\_\_\_

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history:  
\_\_\_\_\_  
\_\_\_\_\_

**Professional References** (List below three references who are not related to you and who are familiar with your job performance.

Name	Address	Phone #
1 _____		
2 _____		
3 _____		

**Personal References** (List below three references who are not related to you and who are familiar with your job performance.

Name	Address	Phone #
1 _____		
2 _____		
3 _____		

**Authorization**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal, or otherwise and release Candlewick Lake Association, Inc. from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

I understand that drug screening and a background check is required and is a condition of employment.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Candlewick Lake Association to hire me. If I am hired, I understand that either Candlewick Lake Association or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Candlewick Lake Association has the authority to make any assurance to the contrary.

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

**This application for employment is good for 60 days only.  
Consideration for employment after 60 days requires a new application**