



Employment Application

Coronado Cays Homeowners Association is an Equal Employment Opportunity Employer. We adhere to a policy of making all employment decision without regard to race, color, sex, religion, national origin, age, disability, veteran status, sexual orientation, citizenship or any other protected classification which may be applicable under federal, state or local law.

A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications. Please complete and sign your application form. Failure to complete and/or sign the application will result in the application not being checked or considered further. This application will remain active for a period of 30 days after the date of application.

APPLICANT INFORMATION

Last Name				First			M.I.	Date		
Street Address							Apartment/Unit #			
City				State			ZIP			
Phone				E-mail Address						
Date Available				Desired Salary						
Position Applied for										
Do you want to work	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Will you work overtime if needed?			YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?							
Do you know anyone who works for our company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, who?							
How did you hear about us?	WALK IN <input type="checkbox"/>	REFERRAL <input type="checkbox"/>	ADVERTISEMENT <input type="checkbox"/>	OTHER <input type="checkbox"/>						
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain							
List any other name you have used (unless you have legally changed your name) to assist us in checking your references and background										
Are you under 18 years of age?	YES <input type="checkbox"/>	NO <input type="checkbox"/>								
Are you able to perform the functions of this position, with or without reasonable accommodation?							YES <input type="checkbox"/>	NO <input type="checkbox"/>		

EDUCATION

High School				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
College				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
Other				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
Typing (wpm) (if relevant to job)				Ten key (spm) (if relevant to job)						

REFERENCES

Please list three past employer references (not relatives or co-workers).

Full Name				Relationship						
Company				Phone	()					
Address										

Full Name		Relationship	
Company		Phone	()
Address			
Full Name		Relationship	
Company		Phone	()
Address			

PREVIOUS EMPLOYMENT

Company			Phone	()
Address			Supervisor	
Job Title				
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Company			Phone	()
Address			Supervisor	
Job Title				
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Company			Phone	()
Address			Supervisor	
Job Title				
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>				

MILITARY SERVICE

Branch			From	To
Rank at Discharge			Type of Discharge	
If other than honorable, explain				

Have you entered into any agreements with any former employer or other entity (for example, an agreement not to compete or confidentiality agreement) that may impact your ability to work for Coronado Cays Homeowners Association?

YES NO If you answered "yes," please provide us with a copy of any such agreement(s).

Summarize special skills and qualifications acquired from employment or other experience (including machines you can operate):

If you are now employed, why do you desire change?

DISCLAIMER AND SIGNATURE

THIS APPLICATION IS NOT COMPLETE UNTIL SIGNED
AND ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALED

Initial: _____ I understand that this application is not intended to create, nor should it be constructed to create, and express or implied contract of employment. It does not create contractual obligations of any kind. If hired, I will be employed at will; I understand that this means that either I am or the employer is free to terminate the employment relationship at any time with or without cause or prior notice.

Initial: _____ I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for will result in refusal to hire or, if hired, will result in my dismissal at any time regardless of when the false answer or omissions are discovered.

Initial: _____ I authorize the investigation of all matters contained in this application, including a criminal background check, and hereby give Coronado Cays Homeowners Association's permission to contact schools, previous employers, references and others. I hereby release Coronado Cays Homeowners Association and those it contacts from any liability whatsoever as a result of such contact and the information provided and received as a result of such contact.

Initial: _____ As a condition of my employment, I hereby agree that if I am offered employment, I will submit to a required medical evaluation. I understand that any medical evaluation procedure is consistent with the company's commitments to the disabled and consistent with the Americans with Disabilities Act and state law. I further understand that the purpose of the medical examination is solely to determine whether I am able to perform the essential functions of the position offered, with or without any reasonable accommodation.

Initial: _____ I understand that no representative of Coronado Cays Homeowners Association, other than the Board members, has any authority to enter into an agreement for employment for any specified period of time or, in any way, to modify the at-will nature of the employment relationship. I understand that if I am offered employment, I may be required to sign a non-solicitation and non-disclosure agreement, as a condition of the employment. I further understand that, at a minimum, such agreement will restrict my ability to solicit business from Coronado Cays Homeowners Association's clients and customers or induce Coronado Cays Homeowners Association's employees to leave their employment during my employment and for a one-year period following the termination of my employment. Such agreement will also prohibit the use and disclosure by me of certain confidential information that I have acquired during my employment.

Signature

Date