



## APPLICATION FOR EMPLOYMENT

**A Drug Free and Equal Opportunity Employer** Fill in all areas completely.

Last Name	First Name	Middle Initial		
Current Address	City	State	Zip	Years Resided
Previous Address	City	State	Zip	Years Resided
Social Security Number	Telephone (Home)	Telephone (Alternate)		
Position Applied For	Desired Salary.	Are you at least 18 years of age?		
How did you find out about the position?	Are you authorized to work in the US?			
Have you ever worked for this company before?	If yes, give dates and position(s) held			
Please indicate any shift(s) you would be able to work	Are you willing to work overtime?			
Do you have any relatives who work for Sunquest Properties?	If yes, who and where do they work?			
Have you ever been convicted of a crime that has not been sealed or expunged or currently have charges pending against you? If yes, please describe circumstances. (Conviction of a crime will not necessarily disqualify you from consideration for employment)				
Have you ever threatened or committed an act of violence, discrimination or harassment in the workplace?				
Do you have a driver's license?	License Number	State of Issue	Expiration Date	
Have you had any accidents during the past three years?				
Have you had any moving violations during the past three years? On what date would you be available for work?				
Have you ever been a party to any contract or other obligation that would prevent you from accepting employment or restrict your activities in conducting the business of Sunquest Properties?				

## EQUAL OPPORTUNITY STATEMENT

All positions will be filled, whether internally or externally, by the most qualified candidate without regard to race, color, religion, sex, age, national origin, disability, veteran status, or any other characteristic prohibited by any applicable law. Sunquest Properties relies upon the accuracy of information contained in the employment application and other data presented throughout the employment process in order to make a qualified hiring decision. Misrepresentations, falsifications, or omissions in any of this information or data may result in exclusion from further consideration for employment. If hired, misrepresentations, falsifications or omissions in any of this information or data may lead to immediate termination of your employment.

### EMPLOYMENT

*(Most Recent First)*

**1. Employer** \_\_\_\_\_ Job Title \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Prior Position Held within Company (if any): \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties Performed \_\_\_\_\_

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

**2. Employer** \_\_\_\_\_ Job Title \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Prior Position Held within Company (if any): \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties Performed \_\_\_\_\_

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

3. **Employer** \_\_\_\_\_ Job Title \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Prior Position Held within Company (if any): \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties Performed \_\_\_\_\_

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

<b>EDUCATION</b>				
School Name	Location	Years Attended	Degree Received	Major

Other training, certifications, or licenses held: \_\_\_\_\_

List other information pertinent to the employment you are seeking: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>PHYSICAL REQUIREMENTS</b>
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Listed below are essential physical requirements of all positions. If you are applying for any of these positions, you must answer the following questions.

Able to lift a minimum of 10 lbs. on a repetitive basis for up to 8 hours Yes or No

Able to work in repetitive environment to include one or more of the following for up to 8 hours:

Grasp, Grip, Reach, Pull, Push, Bend, Squat, Kneel or Balance Yes or No

Able to work in different climates for up to 8 hours Heat: Yes or No Cold: Yes or No

*(A negative answer may not necessarily disqualify you from consideration for employment)*

# ACKNOWLEDGMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING BELOW.

I certify that all information is true, complete and correct and that any misrepresentations will eliminate me from consideration for employment. If hired, I understand that the same misrepresentations may result in termination of employment. I authorize investigation of all statements contained in this application for any employment-related purpose. I expressly authorize, without reservation, the employer or its designated representative, to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me on this application. I hereby waive any and all rights and claims that I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information about me. I hereby release these references and former employers from all liability for any information that they may give to Sunquest Properties.

I understand that this application will remain active for 90 days. After this time period, I must reapply for any further consideration for employment.

I understand that Sunquest Properties is an equal opportunity employer and does not discriminate in employment and that no question on this application is used for excluding applicants from consideration for employment on a basis of race, color, religion, sex, age, national origin, disability, veteran status, or any other characteristic prohibited by any applicable law.

I understand that Sunquest Properties is an "at will" employer, and that, if hired, I am free to resign at any time, with or without notice and with or without cause, and that Sunquest Properties reserves the right to terminate my employment at any time, with or without notice and with or without cause. This application does not constitute a contract of employment nor guarantee employment for any specific period or length of time. I understand that no representative of Sunquest Properties is authorized to make assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Director of Operations of Sunquest Properties.

I understand that if hired, I will provide proof of identity and legal authority to work in the US and that federal immigration laws require me to complete an I-9 Form in this regard.

If employed by Sunquest Properties, I agree to abide by its policies. I understand that Sunquest Properties may unilaterally change or revise their benefits, policies and procedures at any time with or without notice. I understand that Sunquest Properties reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment. I also understand that Sunquest Properties is a drug-free employer and has policies that provide for promotion, reasonable cause and post-accident drug screening and that continued employment is contingent upon successful passing of these tests, if needed.

I understand that bonding may be a condition of employment. If it is, I will be so advised either before or after hire and a bond application will have to be completed.

I understand that if hired, I will be required to sign a "Confidentiality/Non-Compete Agreement", and that refusing to do so will result in termination of employment.

I hereby acknowledge that I have read and understand the above statements and agreements and understand the same. My signature below attests to the fact that I have read, understand, and agree to be legally bound by all of the above terms.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant