

## ARBOR MANAGEMENT APPLICATION FOR EMPLOYMENT



Arbor Management is an equal opportunity employer. Arbor Management does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

### PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

Name *(as it appears on your social security card)* \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the U.S? ☐ Yes ☐ No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)  
☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? ☐ Yes ☐ No

### EMPLOYMENT DESIRED

Date you can start \_\_\_\_\_ Hourly rate/Salary desired \_\_\_\_\_

Position / Location desired \_\_\_\_\_

### REFERRAL SOURCE

How did you hear about us? Walk In [ ☐ ] Advertisement [ ☐ ] Referral Other [ ☐ ]

Have you ever worked for this company before? ☐ Yes ☐ No If yes, where \_\_\_\_\_

Do you know anyone who works for our company? ☐ Yes ☐ No If yes, who \_\_\_\_\_

EDUCATION	Name and location of school	Degree Received	Subjects studied/Major
High School			
College or University			
Trade, Business or Correspondence School			

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time.  
*Incomplete information could disqualify you from further consideration.*

Dates From – To	Company Name & Address	Phone #	Job Title & Brief Description of Responsibilities	Name of Supervisor	Reason for leaving

Are there any employers we may not contact? If yes, who? \_\_\_\_\_

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

\_\_\_\_\_

**Please read carefully before signing.**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Arbor Management to hire me. If I am hired, I understand that either Arbor Management 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 Arbor Management has the authority to make any assurance to the contrary.

I understand that, if offered a position, a condition of my employment may be that I take a test for the purpose of detecting any drugs which might impair my ability to safely perform my job and that, should this test indicate the presence of drugs in my body, may result in the rejection of my application or my immediate discharge, if detected after hire. I consent to this testing and request that the results of such test(s) be disclosed to the Company, and I hereby release the Company, its employees and agents, from any and all legal liability flowing from my taking such test(s) or my failure or refusal to take such test(s).

Pursuant to IL SB 1480, employment decision will not be based solely on criminal records unless there is a 'substantial relationship' between the record and job or an 'unreasonable risk' to property or the safety of individuals or the general public. Applicants will be given the opportunity to dispute the accuracy of a relevant conviction record law disqualifying their employment.

I attest with my signature below that I have given to Arbor Management true and complete information on this application. No requested information has been concealed. I authorize Arbor Management to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

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

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.**

Office Use Only | To be completed by the hiring manager.

Hire Date: \_\_\_\_\_ Rate of pay: \_\_\_\_\_ Work Schedule: \_\_\_\_\_

Location: \_\_\_\_\_ Job Title: \_\_\_\_\_ Full-time / Part-time (circle)