

**HILL TOP HOME OF COMFORT, INC.**  
**EMPLOYMENT APPLICATION**

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classes.*

**Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a resume, but all questions must be answered. Please Type or Print**

Position(s) Applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

How did you learn about us?  Advertisement  Agency  Friend  Relative  Walk-in

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

If you are under 18 years of age, please provide your age \_\_\_\_\_

Have you ever been employed with us before?  YES  NO If yes, give date: \_\_\_\_\_

Are you currently employed?  YES  NO

Are you authorized to work in the U.S. on an unrestricted basis?  YES  NO

Have you ever been convicted of a *felony* (Convictions will not necessarily disqualify an applicant for employment)?

YES  NO If yes, explain: \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  FULL TIME  PART TIME  SHIFT WORK  TEMPORARY

Are there any days you are unavailable to work:  YES  NO If yes, please list: \_\_\_\_\_

**EDUCATION**

High School Name and Location: \_\_\_\_\_

Years completed:  9  10  11  12

Undergraduate College/University Name and Location: \_\_\_\_\_

Years completed:  1  2  3  4 Diploma/degree: \_\_\_\_\_

Describe course of study: \_\_\_\_\_

Graduate/Professional School Name and Location: \_\_\_\_\_

Years completed:  1  2  3  4

Describe course of study: \_\_\_\_\_

Describe any specialized training, apprenticeship, skills and extra-curricular activities: \_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application: \_\_\_\_\_

**REFERENCES**

Give name, address and telephone number of three references who are not related to you and are not previous employers:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job?  YES  NO

Can you perform these essential functions of the job with or without reasonable accommodation?  YES  NO

**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer Name: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Employer Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Hourly Rate/Salary and Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Employer Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Hourly Rate/Salary and Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Employer Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Hourly Rate/Salary and Reason for Leaving: \_\_\_\_\_

(If you need additional space, please continue on a separate sheet of paper.)

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at-will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Equal Opportunity Employer:**

Employees are treated during employment without regard to race, color, religion, sex, national origin, age marital or veteran status, medical condition or handicap or any other legally protected status. Hill Top Home of Comfort, Inc. is an Equal Opportunity Employer. As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

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**FOR PERSONNEL DEPARTMENT USE ONLY:**

Position(s) applied for is open:  YES  NO

Position(s) considered for: \_\_\_\_\_ Date: \_\_\_\_\_