|  |  |
| --- | --- |
| Pinery Logo **Employment**  **Application** | The Pinery Homeowners’ Association, Inc. |

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: | Cell: | Email |  |

|  |  |
| --- | --- |
| Date Available: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Position Applied for: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES | NO | If no, are you authorized to work in the U.S.? | YES | NO |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | Year Graduated: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Degree: |  |

|  |  |
| --- | --- |
| Other, certifications, tech schools, volunteer work, etc: |  |

## Technical Skills

|  |  |  |  |
| --- | --- | --- | --- |
| **Keyboarding**: Typing by touch? | YES | NO |  |
| **For the following programs, please check your expertise level.** | | | |
| **QuickBooks : Basic Intermediate Advanced** | | | |
| **Word: \_\_\_\_ Basic \_\_\_\_ Intermediate \_\_\_\_ Advanced \_\_\_\_** | | | |
| **Excel: Basic Intermediate Advanced** | | | |
| **Access: \_\_\_\_ Basic \_\_\_\_ Intermediate \_\_\_\_ Advanced \_\_\_\_** | | | |
| **Outlook: \_\_\_\_ Basic \_\_\_\_ Intermediate \_\_\_\_ Advanced \_\_\_\_** | | | |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |
| --- | --- |
| Job Title: |  |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |
| --- | --- |
| Job Title: |  |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |
|  |  |  |  |
|  |  |  |  |

## Disclaimer and Signature References

Please list three references.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: |  | | | |
|  |  | |  |  |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: | |  | | |
|  |  | |  |  |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: |  | | | |

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

Please attach your resume. Submit to office by December 1, 2022.