

APPLICATION FOR EMPLOYMENT



31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For:

How Did You Hear About Us?

Advertisement Friend Inquiry Employment Agency Relative Other _____

Last Name:		First Name:		Middle Name:	
Address: Number	Street	City	State	Zip Code	
Telephone Number(s)			Email		

If you are under 18, can you provide required proof of your eligibility to work? YES NO

Have you ever filed an application with us before? If Yes, give date _____ YES NO

Have you ever been employed with us before? If Yes, give date _____ YES NO

Do any of your friends or relatives, other than spouse, work here? YES NO

If Yes, state name, relationship and location _____

Are you currently employed? YES NO

Date available to work: _____

Are you available to work:

Full Time Part Time (Please indicate Mornings Afternoon Evenings)

Temporary (Please indicate dates available _____ - _____)

Can you travel if a job requires it? YES NO

EDUCATION:

School	Name and Address of School	Course of Study	# of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

ADDITIONAL INFORMATION:

State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

___ YES ___

NO

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military serve assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

EMPLOYER	Dates Employed		Work Performed
	From	To	
ADDRESS			
TELEPHONE NUMBER			
STARTING/PRESENT JOB TITLE			
SUPERVISOR			
REASON FOR LEAVING			May We Contact <input type="radio"/> YES <input type="radio"/> NO

EMPLOYER	Dates Employed		Work Performed
	From	To	
ADDRESS			
TELEPHONE NUMBER			
STARTING/PRESENT JOB TITLE			
SUPERVISOR			
REASON FOR LEAVING			May We Contact <input type="radio"/> YES <input type="radio"/> NO

EMPLOYER	Dates Employed		Work Performed
	From	To	
ADDRESS			
TELEPHONE NUMBER			
STARTING/PRESENT JOB TITLE			
SUPERVISOR			
REASON FOR LEAVING			May We Contact <input type="radio"/> YES <input type="radio"/> NO

REFERENCES: Do not include family members.

Name	Phone Number	Best Time to Call	Occupation

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT'S STATEMENT

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that the answers given by me in this application or interview(s) are true and correct. I understand that any omission or misstatement or material fact on this application or on any document used to secure employment or during any interview(s) shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ This application or employment shall be considered active for a period of time not to exceed 45 days. If I wish to be considered for employment beyond this time period, I must inquire whether or not applications are being accepted at that time.

_____ I hereby authorize Canyon Lake Property Owners Association (the "Company") to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities, arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview or during my employment, if hired, is intended to create an employment contract between me and Company. In addition, I understand and agree that if I am employed, my employment is of an "at-will" nature, which means that it is for no determinable period and may be terminated at any time, with or without cause or advance notice, at the option of either myself or Company, and that no promises or representations contrary to the foregoing are binding on Company unless made in writing and signed by me and Company's designated representative.

_____ I understand that any offer of employment will be conditioned upon me submitting to and passing testing procedures designed to detect the presence of illicit drugs and/or alcohol, pursuant to Company's Substance Abuse Policy.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by Company, I am entitled to copies of any such public records obtained by Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

_____ I waive receipt of copy of any public record described in the paragraph above.

Signature of Applicant

Date