

APPLICATION FOR EMPLOYMENT

PRESTIGE ESTATES

Human Resources

6928 Paluxy Drive

Tyler, Texas 75703

Tel: 903-561-6102

Visit our Website at: www.PrestigeEstates.net

It is our policy to comply with all applicable state, federal and local laws prohibiting discrimination in employment based on race, religion, gender, national origin, age, disability, marital or veteran status, or any other legally protected classification.

All questions *must be answered carefully & completely*. If you have a resume, please attach it to this application after completing and signing the application. Resumes will not be accepted in lieu of an application.

(PLEASE PRINT or TYPE)

Position(s) Applied For _____	Date of Application _____
<i>How did you learn about us?</i>	
__ Advertisement - Which one? _____ Prestige Estates Website __ Friend __ Walk-In __ Relative	
__ Employment Agency __ Employee- Who? _____ Other _____	

Last Name	First Name	Middle Name			

Address:	Number	Street	City	State	Zip Code

Home Number	Cell Number	Fax Number	Email Address		
()	()	()			

List any other names used if different from the name on this application: _____

If you are less than 18 years of age, can you provide required proof of your eligibility to work? __Yes __No

Have you ever filed an application with us before? __Yes __No
If Yes, give date _____

Have you ever been employed with us before? __Yes __No
If Yes, give date _____

Do you have any relatives that work at Prestige Estates? __Yes __No
If Yes, Please indicate name of Relative: _____

Are you currently employed? __Yes __No

May we contact your present employer? __Yes __No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? __Yes __No
(Proof of citizenship or immigration status will be required **upon** employment.)

On what date would you be available to begin work? _____ - _____ - _____

Check all shifts for which you are available: __Full Time __Part Time __ PRN __Temporary

Desired salary: _____

Can you travel if a job requires it? __Yes __No

Can you work beyond normal work hours/days if a job requires it? Yes No

What days are you **unable** to work if asked? _____

Current Driver's License # (if required for position): State _____ Number _____

Commercial Driver's License? Yes No

If a license, certificate, or authorization is required or related to the position for which you are applying, complete the following:

License/Certification	Date Issued	Date Expires	Name of Issuing Authority	License No.

Do you have a current (NEGATIVE) TB skin test? YES NO EXP: _____

Do you have a current CLASS A OR B CPR Card? YES NO EXP: _____

Do you have any allergies to pets? YES NO

Smoker: Non-Smoker:

Do you have your own reliable transportation? YES NO

EMERGENCY CONTACT: : _____
Name Phone

_____ Address Relationship

EDUCATION

Name & Address of School	# Yrs. Completed	Diploma/Degree/Course Studied License/Certification/Designation
High School	1 2 3 4 (circle)	

College/Univ.	1 2 3 4 5 6 (circle)	
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Graduate/Prof'l. Course of Study	1 2 3 4 (circle)	
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Trade/Business/ Technical	1 2 3 4 (circle)	
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Other Training/ Education		
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List any specialized training, apprenticeship, trade, skills and business or civic activities and offices held that you are involved with, *relevant* to your ability to perform the job for which you are applying. (You may exclude membership, which reveals race, religion, gender, national origin, age, ancestry, disability, marital or veteran status, or any other protected classification.)

Describe any job-related training received in the United States military.

Have you been arrested for, convicted of, pled guilty or no contest to, received deferred adjudication (including probation) or been under investigation for a felony or misdemeanor (including traffic violations)? ___ Yes ___ No

(Conviction will not necessarily disqualify an applicant from employment, but a false statement will. Factors such as, but not limited to, age at time of offense(s) and recency of offense(s), as well as the relationship between the offense(s) and the job(s) for which you apply will be taken into account.)

If Yes, please explain below and on a separate sheet of paper if necessary, giving the dates and nature of the offense, the name and location of the Court, and the disposition of the case(s).

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any *job-related* military service assignments and volunteer activities and account for any periods of unemployment. (You may exclude membership, which reveals race, religion, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other protected classification.)

1.

Employer:		Address:	
Email Address:			
Telephone Number(s):		Name & Title of Supervisor:	
() -			
Date Employment Began:	Beginning Salary:	per	Starting Position:
/ /	\$	hr. mo. yr.	
Date Employment Ended:	Ending Salary:	per	Ending Position:
/ /	\$	hr. mo. yr.	
Description of Primary Responsibilities:			
Reason for Leaving:			

2.

Employer:		Address:	
Email Address:			
Telephone Number(s):		Name & Title of Supervisor:	
() -			
Date Employment Began:	Beginning Salary:	per	Starting Position:
/ /	\$	hr. mo. yr.	
Date Employment Ended:	Ending Salary:	per	Ending Position:
/ /	\$	hr. mo. yr.	
Description of Primary Responsibilities:			
Reason for Leaving:			

3.

Employer:		Address:	
Email Address:			
Telephone Number(s):		Name & Title of Supervisor:	
() -			
Date Employment Began:	Beginning Salary:	per	Starting Position:
/ /	\$	hr. mo. yr.	
Date Employment Ended:	Ending Salary:	per	Ending Position:
/ /	\$	hr. mo. yr.	
Description of Primary Responsibilities:			
Reason for Leaving:			

4.

Employer:		Address:	
Email Address:			
Telephone Number(s):		Name & Title of Supervisor:	

() -			
Date Employment Began:	Beginning Salary:	per	Starting Position:
/ /	\$	hr. mo. yr.	
Date Employment Ended:	Ending Salary:	per	Ending Position:
/ /	\$	hr. mo. yr.	
Description of Primary Responsibilities:			
Reason for Leaving:			

Explanation of any unemployment between jobs: _____

ADDITIONAL INFORMATION:

Specialized Skills	Check Skills	Equipment Operated
<input type="checkbox"/> Machines: <input type="checkbox"/> Fax <input type="checkbox"/> Copy <input type="checkbox"/> PC: <input type="checkbox"/> IBM (compatible) <input type="checkbox"/> Macintosh <input type="checkbox"/> Mainframe <input type="checkbox"/> Windows NT Operating System <input type="checkbox"/> Other: _____	<input type="checkbox"/> Typewriter <input type="checkbox"/> Calculator <input type="checkbox"/> Transcription Equipment <input type="checkbox"/> CPR <input type="checkbox"/> First Aid <input type="checkbox"/> Life Saving <input type="checkbox"/> Other: _____	Machinery: <input type="checkbox"/> Mower-Push <input type="checkbox"/> Mower-Riding <input type="checkbox"/> Edger <input type="checkbox"/> Hedger <input type="checkbox"/> Painting Equipment <input type="checkbox"/> Cleaning Solvents <input type="checkbox"/> Floor Cleaning Equip. <input type="checkbox"/> Carpenter Tools <input type="checkbox"/> Stripping Equipment
<input type="checkbox"/> Microsoft Office Software: <input type="checkbox"/> Access <input type="checkbox"/> Excel <input type="checkbox"/> Word <input type="checkbox"/> Office 2003 <input type="checkbox"/> Internet-based email <input type="checkbox"/> Outlook <input type="checkbox"/> Windows <input type="checkbox"/> '00 <input type="checkbox"/> XP <input type="checkbox"/> MAC/OSX <input type="checkbox"/> HTML Editors: <input type="checkbox"/> Frontpage <input type="checkbox"/> Dreamweaver <input type="checkbox"/> Other Other Software Knowledge:	<input type="checkbox"/> Netscape <input type="checkbox"/> FireFox <input type="checkbox"/> Internet Explorer <input type="checkbox"/> Other Technical Computer Knowledge – List	<input type="checkbox"/> Other – List:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROFESSIONAL R E F E R E N C E S

1.) Name: _____	Phone #: () _____ - _____
Mailing Address: _____	City: _____
State: _____	Zip: _____ FAX #: () _____ - _____
Email Address: _____	

2.) Name: _____	Phone #: () _____ - _____
Mailing Address: _____	City: _____
State: _____	Zip: _____ FAX #: () _____ - _____
Email Address: _____	

3.) Name: _____	Phone #: () _____ - _____
Mailing Address: _____	City: _____
State: _____	Zip: _____ FAX #: () _____ - _____
Email Address: _____	

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

Please read the next page carefully and remember to sign the application.

Resumes can be attached after the application is signed and completed.

Use the next page for any additional information or attach as many pages as needed.

Remember, *all attachments* are also bound by the Applicant's Certification and Agreement that you sign on the next page.

Applicant's Certification and Agreement

I certify the facts in this application for employment and any attachments are true and complete to the best of my knowledge. I authorize investigation of all statements made in this application and attachments as may be necessary in arriving at an employment decision and understand that if I am employed, false statements, omissions or misrepresentations – regardless of when discovered – may result in my immediate dismissal. This includes information given during any interview(s).

I understand and acknowledge that any employment relationship with Prestige Estates is "at will," which means that the Employee may resign at any time and the Employer may discharge the Employee at any time, with or without cause or notice. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Administrator. I understand that I am not guaranteed a specific shift, schedule or work assignment to work overtime.

I specifically understand and agree that as a condition of being an employee of the Company, I must keep all information regarding clients as well as all trade secrets, confidential and proprietary information of Prestige Estates in strict confidence unless compelled by law otherwise. I understand my obligations to uphold the Health Insurance Portability and Accountability Act (HIPAA) by keeping client information strictly confidential. Any employment and receipt of confidential information is expressly conditioned upon my agreement to use that information only for the benefit of Prestige Estates and to refrain from using any consumer information, including client contact information, for competition of any kind.

I understand that if employed, I will be required to abide by all rules, regulations, policies and procedures of Prestige Estates.

I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.

I am able to perform, with or without reasonable accommodation, the essential functions of the job for which I have applied.

I understand that as a condition of employment I agree to random and/or other testing. Upon an offer of employment, I consent to be tested for drug, inhalant and alcohol use under Prestige Estates' testing program, and to submit to a medical examination and/or urine, blood, saliva and/or breath testing for drugs, inhalants or alcohol at any time on request.

I state, by my signature below, that I have never had a confirmed finding of physical abuse/neglect or fraud by an investigative agency or by an employer in my history, and that this statement is a true and correct statement. I further state I am not the subject of any pending alleged violations involving mistreatment, neglect or abuse, including injuries of unknown source, drug offense, misappropriation of property, theft or fraud. I agree to immediately notify Prestige Estates if I: (a) am found guilty of abusing, neglecting or mistreating consumers or of any charge of drug offense, misappropriation of property, theft or fraud; (b) had a finding entered into the state registry concerning abuse, neglect, mistreatment of consumers, or misappropriation of their property; (c) been convicted of any crime contained in §250.006, Health and Safety Code; or (d) become the subject of any investigation alleging physical abuse/neglect or fraud (including fraudulent billings), drug offenses, misappropriation of property, theft or fraud while my application is pending or during my period of employment, if hired.

Applications are accepted only while the position is open. It is the applicant's responsibility to notify Human Resources when they want to apply for a position.

Signature of Applicant

Date

**AUTHORIZATION FOR BACKGROUND INVESTIGATION
&
CONSENT FOR RELEASE OF INFORMATION**

In connection with my employment and/or application for employment with Prestige Estates, I authorize Prestige Estates to perform a background investigation on me or to request one by a third party.

I understand that, when considering my application for employment, when making a decision whether to offer me employment, when deciding whether to continue my employment (if I am hired), and when making other employment related decisions directly affecting me, Prestige Estates may wish to check my references and/or obtain and use an investigative background report including information as to my character, credit history, general reputation and personal characteristics from a consumer reporting agency. I understand that upon written request, Prestige Estates will provide additional information regarding the nature and scope of the investigation requested.

I understand that, if Prestige Estates obtains such a report about me, and if Prestige Estates considers any information in the report when making an employment related decision that directly and adversely affects me, I will be provided with a copy of the report before the decision is finalized. I may also contact the Federal Trade Commission about my rights under the Fair Credit Reporting Act with regard to investigative reports and investigative agencies (called "consumer reporting agencies" by the Act).

I authorize and request all persons, schools, public and private entities, courts, law enforcement agencies, armed forces, employment commissions and all other government agencies to release such information about me without restriction or qualification. I voluntarily waive all recourse against, and release the requested parties from liability for complying with this Authorization & Consent. I understand that the request for Date of Birth is only for the purpose of identifying me for background verification. I authorize a photocopy or facsimile of this release to be considered as effective as the original.

By signing below, I hereby voluntarily authorize Prestige Estates to obtain investigative reports about me from an investigative reporting agency and to consider the reports when making decisions regarding my employment at Prestige Estates. I release Prestige Estates, its officers, employees and agents from any and all liability for the preparation of any reports concerning my background or me.

PRINT NAME

DATE

SIGNATURE

NOTICE OF BACKGROUND SEARCH AND INVESTIGATION

You are advised that in connection with your application for employment, Prestige Estates and/or its agents may make an investigation of your background, references, character, past employment, consumer reports, education, and criminal history record information, which may be conducted through personal interviews or which may be obtained from any state or local files, including those maintained by both public and private organizations, and all public record, for the purpose of confirming the information contained on your application and/or obtaining other information which may be material to your qualifications for employment.

You are further advised that, if a credit report is obtained, you have a right under the *Fair Credit Reporting Act* to make a written request within a reasonable period of time for additional information regarding the nature and scope of a credit report investigation, as well as for a written summary of your rights under the *Act*. You are further advised that prior to taking any adverse action based in whole or in part on this credit report investigation, Prestige Estates will provide you a copy of any consumer report obtained and a summary of your rights under the *Act*.

You are further advised that Prestige Estates and/or its agents may transmit information obtained through this investigation to entities related by common ownership or affiliated by corporate control to Prestige Estates, if any.