



Application for Employment

Return via email to: careers@hrpliving.com or fax to 336-275-9512

Date of Application	Position Applying For	
Last Name	First Name	Middle Name
Home Address		
City, State, Zip		
Social Security Number	Home Phone	Date Available To Begin Work
Employment Desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Full or Part-time <input type="checkbox"/> Temp/Summer		
If Part-time Only, please list days/hours available:		
Are you currently employed: <input type="checkbox"/> Yes <input type="checkbox"/> No		
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> After First Interview		
Are you available to work overtime when necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No		Expected Salary
Are you legally able to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>INSTRUCTIONS FOR ANSWERING THE NEXT TWO QUESTIONS:</p> <ul style="list-style-type: none"> For Indiana applicants: Regarding arrests, limit your response to pending charges for felonies and class A misdemeanors that are less than one (1) year old. All applicants: Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program. <p>Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than the applicable exceptions listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>CRIMINAL OFFENSES ONLY: If you answered Yes, to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. Hawthorne Residential Partners will consider the nature of the crime, its seriousness, whether the conviction(s) substantially relates to the position's functions and qualifications, the frequency of convictions, the applicant's age at the time of conviction, the time elapsed since the date of conviction or completion of jail sentence, the applicant's entire work and educational history, and employment references and recommendations. Hawthorne Residential Partners will perform a pre-employment criminal background check on all employees at the time of hire.</i></p>		

Have you ever served in the U.S. Military Service? Yes _____ No _____	
Date entered	Date Separated
Type of Separation	
Present Military Status	

How did you hear about Hawthorne Residential?

WORK HISTORY (Please begin with your most recent position)		
Name of Company	Phone	
Address		
Start Date	End Date	Ending Salary \$
Position Held	Kind of Business	
Duties/Responsibilities		
Reason for Leaving		

Name of Company	Phone	
Address		
Start Date	End Date	Ending Salary \$
Position Held	Kind of Business	
Duties/Responsibilities		
Reason for Leaving		

Name of Company	Phone
Address	
Start Date	End Date
Ending Salary \$	
Position Held	Kind of Business
Duties/Responsibilities	
Reason for Leaving	

OTHER POSITIONS HELD			
Business Name & Address	Position Held	Begin/End Dates	Ending Salary

PROFESSIONAL
Certifications held (current):
Memberships (current):

EDUCATION				
Type of School	Name of School	City/State	# of Years Completed	Major & Degree
High School				
College or Community College				
Professional/Graduate School				

REFERENCES			
Name	Title	Company	Telephone

EMPLOYMENT STATEMENT (Please read carefully and sign)

I authorize the investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal at any time without previous notice. I hereby Hawthorne Residential Partners, LLC (and affiliated site of application) full permission to contact schools, previous/present employers (unless otherwise noted above), references, and the credit bureau as a credit check/consumer reporting agency. To be considered for employment, I agree to submit to a physical examination, including drug screening and agree to the completion of a criminal background check by the Company. I hereby release the Company from any liability as a result of this pre-employment screening process. Findings at the time of the pre-employment physical will be utilized to determine suitability for employment.

Neither the acceptance of this application, nor the subsequent entry into any type of employment relationship either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist, or other Company practices, shall serve to create an actual or implied contract of employment or to confer any right to remain an employee of Hawthorne Residential Partners, LLC or otherwise to change in any respect the employment-at-will relationship between it and the undersigned and that relationship cannot be altered except by written instrument signed by the President of the Company. Both the undersigned and Hawthorne Residential Partners, LLC may end the employment relationship at any time without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reductions, additions or deletions.

I further understand that my employment with the Company shall be for a probationary period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relationship with the company is terminable at will for any reason by either party.

Signature of Applicant	Date
------------------------	------