



Application for Employment

Corporate Offices: 205 Granite Run Drive, Suite 280; Lancaster, PA 17601 Phone (717) 735-6100; Fax (717) 735-6160

Personal Information

Last name _____ First _____ Middle Init. _____ Date _____

Street Address _____ Home Telephone () _____

City, State, Zip _____

School District _____ County _____

Position Desired _____ Pay Expected _____

Are you available for full-time? Yes No Shift Work? Yes No Overtime? Yes No Are you of legal age to work? Yes No

Are you legally eligible for employment in the United States? Yes No Have you ever applied at Horst Realty before? Yes No
If so, when? _____

When are you available to begin working? _____ Do you have a valid Pennsylvania Driver's License? Yes No
If yes, please enter the license number _____ - _____ - _____

If you are applying for a position which requires you to drive company vehicles, have you been convicted of a traffic violation in the last three years? If so, please explain the details. _____

When is the best time to reach you? _____ Telephone Number _____

In Case of Emergency Notify

Name _____ Telephone Number _____

Address _____ Relationship to Applicant _____

Education

School	Name & Location (City/State)	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
High School					
Business/Trade					
College					
Graduate					
Military					

Prior Employment:

Please give accurate, complete details of employment records. Start with your most recent employer. Thank you.

1. Company name _____ Telephone () _____
Address _____
Name of Supervisor _____
Job title and description of your work (include your likes and dislikes about the job) _____

Employed (month/year) From: _____ To: _____ Rate of Pay: Start _____ Finish _____
Reason for Leaving: _____

2. Company Name _____ Telephone () _____
Address _____
Name of Supervisor _____
Job title and description of your work (include your likes and dislikes about the job) _____

Employed (month/year) From: _____ To: _____ Rate of Pay: Start _____ Finish _____
Reason for Leaving: _____

3. Company Name _____ Telephone () _____
Address _____
Name of Supervisor _____
Job title and description of your work (include your likes and dislikes about the job) _____

Employed (month/year) From: _____ To: _____ Rate of Pay: Start _____ Finish _____
Reason for Leaving: _____

We may contact the employers listed above unless you indicate those you do not want us to contact:

DO NOT CONTACT: Employer Number(s) _____ Reason(s) _____

Which job was your favorite and why? _____

Which job was your least favorite and why? _____

References:

Please do not list relatives or former employers. Thank you.

Name	Telephone ()	Years Known
1. _____		
2. _____		
3. _____		

Questions

Skills and Qualifications – Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work with our company. _____

What are your career goals? _____

Sell yourself – Tell us why we should hire you rather than another applicant. _____

How did you learn about Horst Realty?

(circle one)

Newspaper (which one) _____

Employment Hotline

Internet Service

Referred by someone? Yes No

Do you have any relatives already employed by Horst Realty? Yes No ; **If Yes, who?** _____

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, national origin, or disability. Applicants may request any needed accommodation to participate in the application process.

Release

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's services if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information. I understand that any offer of employment is contingent upon successfully passing a drug screen as well as a criminal and/or credit background check.

Signature of Applicant _____ **Date** _____

FOR SAFETY REASONS, PRE-EMPLOYMENT DRUG SCREENS ARE REQUIRED FOR ALL POSITIONS.

Personnel Use Only

Date reviewed and by whom _____

Arrange Interview? Yes No Date Interviewed _____

Remarks _____

Neatness in Appearance _____

Personality Profile _____

Reference Checks

- 1. _____
- 2. _____
- 3. _____

Hired: Yes No Author. Signatures: Supervisor: _____ Manager: _____

Position: _____ Full-Time Part-Time Temporary

Department: _____ Gen. Ledger Labor Code: _____

Salary/Wage: _____ Sex: Male Female

Date Reporting to Work: _____ Approved by? _____

Was employee given Drug Screen paperwork and given directions to facility? Yes No

Was authorization form completed for Criminal background check? Yes No (please fax to HR)

Was employee informed that offer of employment is conditional on passing drug/criminal b/g checks? Yes No

Please look over the application to see that everything has been filled out properly and thoroughly.