

# APPLICATION FOR EMPLOYMENT



**Haney Garcia Realty Group, Inc.** is an equal employment opportunity at-will employer and will not discriminate against any employee or applicant, including all classes protected by federal, state, and local laws in an unlawful manner.

Full Legal Name: <span style="float:right; font-size: small;">FIRST MIDDLE LAST</span>		
Home Street Address:		
Home City, State, and Zipcode:		
Are you legally entitled to work in the United States?	<i>The U.S. Government "E-Verify" system is used to verify status.</i>	Are you 18 years of age or older?
Home Phone #		Social Security #
Mobile Phone #		Driver's License # <span style="float:right;">State:</span>

Referred By:	Position applied for:	
Are you a former employee?	Wage Expected:	
What foreign languages do you speak or write?	Have you ever been convicted of a felony? <span style="float:right;">If yes:</span>	
In case of emergency, notify (name / address / phone / relationship):	Date:	
	Location:	
	Offense:	
(Such a conviction will not necessarily disqualify you for the job which you are applying.)		

EDUCATION	NAME & LOCATION OF SCHOOL OR INSTITUTION	DURATION	COMPLETED/GRADUATED?		MAJOR/STUDY	DEGREE/ACHIEVEMENT
			YES	NO		
High School						
Military						
College						
University						
Trade/Other						

**LIST HOURS AVAILABLE:**  
 Sun: \_\_\_\_\_ Mon: \_\_\_\_\_ Tue: \_\_\_\_\_ Wed: \_\_\_\_\_ Thu: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_ Nights? \_\_\_\_\_ Weekends? \_\_\_\_\_

**GENERAL AVAILABILITY:**  
 Part / Full-Time: \_\_\_\_\_ Temporary or Permanent \_\_\_\_\_ Desired hours per week: \_\_\_\_\_ Travel? \_\_\_\_\_

List any skills or technical/trade experience you may have that could be beneficial to the position applied for:

Why would you like to join our team?

CONTINUE ON REVERSE SIDE >>

**APPLICATION FOR EMPLOYMENT -CONTINUED-**



LIST YOUR WORK HISTORY (*most recent first*):

FROM	TO	COMPANY/ENTITY NAME	ADDRESS
JOB TITLE:			PHONE:
BASIC JOB DUTIES:			
REASON FOR LEAVING:			SUPERVISOR:

FROM	TO	COMPANY/ENTITY NAME	ADDRESS
JOB TITLE:			PHONE:
BASIC JOB DUTIES:			
REASON FOR LEAVING:			SUPERVISOR:

FROM	TO	COMPANY/ENTITY NAME	ADDRESS
JOB TITLE:			PHONE:
BASIC JOB DUTIES:			
REASON FOR LEAVING:			SUPERVISOR:

FROM	TO	COMPANY/ENTITY NAME	ADDRESS
JOB TITLE:			PHONE:
BASIC JOB DUTIES:			
REASON FOR LEAVING:			SUPERVISOR:

*PLEASE LIST PERIODS OF UNEMPLOYMENT:*

FROM:	TO:	REASON:
FROM:	TO:	REASON:

*PLEASE STAPLE YOUR PROFESSIONAL RESUME TO THIS EMPLOYMENT APPLICATION*

In compliance with the Americans with Disabilities Act (ADA) we will reasonably accommodate all persons with disabilities under the circumstances of applying for a job, performing a job, or enjoying benefits equal to those offered to other employees considering the accommodation would not pose any undue hardship. Additionally, **Haney Garcia Realty Group, Inc.** will strive to meet any special needs or assistance of those disabilities not covered under the ADA.

I hereby consent to **Haney Garcia Realty Group, Inc.** contacting my former employers, places of education, and any other required source to assist in verifying or determining employment eligibility. I understand that if hired, regular drug testing and background checks may be required to maintain such employment. I understand that misrepresentation, omission, or falsification of information may be grounds for dismissal, criminal action, and/or civil action. I understand that filling out this application for employment or discussing such related items does not indicate an open job opportunity nor does it ensure the obligation of an interview, hiring, or employment contract in any form whatsoever. Furthermore, I understand that if hired, my employment would be at-will, which is employment for no specific duration that may be terminated without notice or cause by either myself or the potential employer. Additionally, I understand that should I be employed, I will be bound by confidentiality and non-compete agreements and may be required to sign related acknowledgments.

**I certify that, to the best of my knowledge, the information on this non-binding job application is true and correct:**

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_