

APPLICATION FOR EMPLOYMENT

Oneida Commercial Real Estate Services is an Equal Employment Opportunity employer. We consider applications for all positions without regard to race, creed, color, national origin, religion, age, sex, handicap, veteran status, disability or any other class of individuals protected by law. If you have not heard from us and still wish to be considered for employment at the end of 6 months, please fill out a new application.

GENERAL INFORMATION

(please print clearly):

NAME _____ SOCIAL SECURITY # _____
Last First Middle Initial

ADDRESS _____
Number & Street Apt. # City State Zip

PHONE NO. _____ ALTERNATE PHONE NO. _____

BEST TIME(S) TO CALL _____

EMPLOYMENT DESIRED:

Position: _____

Position: _____

Your salary requirements are (check one): _____ Negotiable **OR** \$ _____ per Hour

Do you want to work on a: _____ Full-Time Basis _____ Part-Time Basis Days available to work _____ Hours available to work _____

Date available for work: _____ Who referred you to our company? _____

Can you provide proof of your right to work? _____ Yes _____ No

Job Related Skills: _____

EDUCATION: Circle last school year completed in each category:		Grade School								High School				College					
		1 2 3 4 5 6 7 8								9 10 11 12				1 2 3 4 5 6					
NAME AND ADDRESS OF INSTITUTION		Course or Major Subject (Degree, if any)		Dates Attended From To		Years Credit		Did You Graduate?											
High School or G. E. D. Program	_____	_____		_____		_____		Yes <input type="checkbox"/>											
	_____	_____		_____		_____		No <input type="checkbox"/>											
Trade School or Other	_____	_____		_____		_____		Yes <input type="checkbox"/>											
	_____	_____		_____		_____		No <input type="checkbox"/>											
College(s) and/or Graduate School(s)	_____	_____		_____		_____		Yes <input type="checkbox"/>											
	_____	_____		_____		_____		No <input type="checkbox"/>											

REFERENCES: List below three persons not related to you, whom you have known at least one year.

NAME	ADDRESS	YEARS ACQUAINTED
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

(Continued on Other Side)

EMPLOYMENT RECORD: Beginning with your current, or most recent position, list in reverse chronological order all jobs in your work history, or those jobs held within the last 5 years, including temporary jobs. **Please include any specific experience that demonstrates how you meet the minimum requirements for the position(s) for which you are applying.** If necessary, attach additional pages.

Dates Employed		EMPLOYER		SUPERVISOR		SALARY		
From	To	Name	Address	Phone	Name	Title	Start	End
Your title _____ Describe your duties _____								

Reasons for leaving _____								

Dates Employed		EMPLOYER		SUPERVISOR		SALARY		
From	To	Name	Address	Phone	Name	Title	Start	End
Your title _____ Describe your duties _____								

Reasons for leaving _____								

Dates Employed		EMPLOYER		SUPERVISOR		SALARY		
From	To	Name	Address	Phone	Name	Title	Start	End
Your title _____ Describe your duties _____								

Reasons for leaving _____								

Dates Employed		EMPLOYER		SUPERVISOR		SALARY		
From	To	Name	Address	Phone	Name	Title	Start	End
Your title _____ Describe your duties _____								

Reasons for leaving _____								

Dates Employed		EMPLOYER		SUPERVISOR		SALARY		
From	To	Name	Address	Phone	Name	Title	Start	End
Your title _____ Describe your duties _____								

Reasons for leaving _____								

It is our procedure to check all references. If you do not wish to have your current and/or past employer/supervisor contacted, please check the box below.

Do not contact my present and/or previous employer.

Comments: _____

Have you ever been employed here? _____ If yes, give position, department, supervisor and dates.

If you are to be hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

Date _____, 20_____

Signature _____