



DANVILLE DEVELOPMENT CORPORATION

**Application of Employment
(An Equal Employment Opportunity Employer)**

Name: _____
 Last **First** **Middle**

Present Address: _____
 Street **City** **State** **Zip**

Home phone: _____ **Mobile:** _____ **Email:** _____

1. Are you 21 years or older? Yes [] No []

2. Are you eligible to work in the U.S.? Yes [] No []

3. Check the position(s) you are applying for:

Property Manager Assistant Manager

Maintenance Clerical **Other:** _____

6. What days and hours are you available to work: _____

7. What date could you start employment? _____

8. Have you ever been convicted of a felony? [] Yes [] No If yes, please explain: _____

(Convictions will not necessarily be an automatic bar to consideration for employment)

9. How did you hear about the job?

Employee **Name of Referring Employee:** _____

Newspaper: **Name of newspaper:** _____

Employment Office **Name of Employment Office:** _____

Other **Describe:** _____

Internet Danville Web Page Workforce Services

10. Are any relatives currently working at Danville?

No Yes Name: _____ Relationship: _____

11. Have you ever been employed with Danville before? Yes No

Where: _____ Dates: _____

12. Do you have a current, valid driver's license? Yes No

Current Employer:

Date/Month Year Started: _____ Position: _____ Salary: _____

Name of Employer: _____

Address of Employer:

Telephone Number: _____ Contact Person: _____

Please list your last three employers, starting with the most recent:

Date/Month/Year	Name, Address and Telephone Number	Salary	Position	Reason for Leaving

List the names of three professional references, or 2 professional and 1 personal references, not related to you, who have known you for at least one year:

NAME	ADDRESS & PHONE	BUSINES NAME OR PERSONAL RELATIONSHIP	YEARS KNOWN

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION WILL BE GROUNDS FOR DISMISSAL. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE, TO GIVE DANVILLE DEVELOPMENT CORPORATION (DANVILLE) ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MY RESULT FROM FURNISHING SAME TO DANVILLE.

DANVILLE IS AN AT-WILL EMPLOYER, WHICH MEANS THAT EMPLOYMENT WITH DANVILLE IS FOR AN UNSPECIFIC DURATION, AND THAT THIS EMPLOYMENT RELATIONSHIP MAY BE TERMINATED AT ANY TIME, FOR ANY REASON OR NO REASON, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE EITHER BY THE EMPLOYEE OR BY DANVILLE.

APPLICANT SIGNATURE

DATE

**WRITTEN INTERVIEW QUESTION
ATTACHMENT TO APPLICATION**

- 1. Why are you currently searching for a new position?**
- 2. Please define the position you are applying for as you see it.**
- 3. Please describe a personal or career goal that you have accomplished.**
- 4. What do you think you could do for Danville that someone else could not?**
- 5. What kind of events cause you stress on the job?**
- 6. What is the most difficult decision you have ever made in a work or school setting?**

ATTACHMENT TO APPLICATION

The **Immigration Reform and Control Act** (IRCA) of 1986 requires that all new employees provide verification of US citizenship, or that they possess INS authorization, to work in the United States. You will be asked to complete Section I of the I-9 on your first day of employment, and will be required to present the appropriate documents no later than your third day of employment. If we have not received your proper support documentation that verifies you are legal to work in the United States within 3 days of employment you may be terminated. **Danville Services of Utah also confirms eligibility to work in the U.S. through E-Verify, an on-line government verification system.**

Upon hire, I agree to allow Danville to complete a background check, that includes criminal background and sex offender registry.

Danville checks employees' MVR records upon hire and at least annually. Danville requires that employees who drive a company vehicle or their personal vehicle on company business meet Danville's driving requirements. If employees' driving records contain three (3) or more traffic violations over a three (3) year period, and/or a major traffic violation, and/or more than two (2) at-fault accidents during a three-year period they will not be approved to drive on company business which may jeopardize their employment. Additionally, to drive company vehicles, or transport clients in your personal vehicle, employees must be 21 years of age, if they have moved from another state, meet the specific state guidelines for obtaining a Utah driver's license, and their vehicle must meet all state safety requirements.

The release of any and all information is authorized whether same is of record or not, and I do hereby release all persons, firms, agencies, companies, groups or installations whomsoever, from any damages of, or resulting from, furnishing such information to Danville and the Insurance Company.

If hired, I accept employment understanding the above conditions. Below I have listed my current address, and phone number.

Signature

Printed Name

Address

City, State and Zip Code

Phone

REQUEST FOR EMPLOYMENT INFORMATION

APPLICANT: Please provide the information in the box.
Danville will complete the reference check process.

APPLICANT NAME: _____

Name of Company worked for: _____

Address: _____

City/State/Zip _____

Date of Employment: From ___/___/___ **to** ___/___/___ **Position:** _____

I have applied for a position with Danville Development Corporation. I authorize the release of information regarding my employment directly to Danville. I release and hold harmless present and past employers, references, and all persons and institutions from any charge because of providing information.

Date: _____ **Signature of Applicant:** _____

TO BE COMPLETED BY FORMER EMPLOYER: Please provide the following information about this applicant.

Does the above information check with your records? _____

1. Do the dates of employment check with your records: Y [] N []

If no, what were the correct dates? _____

- | | | | | |
|--|---------------|----------|----------|----------|
| 1. How would you rate his/her quality of work: | Excellent [] | Good [] | Fair [] | Poor [] |
| 2. How was their cooperation with others? | Excellent [] | Good [] | Fair [] | Poor [] |
| 3. How were his/her safety habits? | Excellent [] | Good [] | Fair [] | Poor [] |
| 4. How was his/her attendance? | Excellent [] | Good [] | Fair [] | Poor [] |
| 5. How were his/her driving skills? | Excellent [] | Good [] | Fair [] | Poor [] |

6. Why did the applicant leave? _____

7. Did the applicant have custody of money and/or valuables? If so, were they kept properly?
[] Yes [] No

8. Is there anything else we should be aware of? _____

9. Do you have any additional comments? _____

Signature of Co. Representative: _____ **Date:** _____