



## Employment Application – Villa Portofino West

### Applicant Information

\* Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

\* Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

\* Phone: \_\_\_\_\_ \* Email \_\_\_\_\_

\* Date Available: \_\_\_\_\_ \* Social Security No.: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

\* Are you a citizen of the United States? YES  NO  \* If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

\* Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

\* High School: \_\_\_\_\_ Address: \_\_\_\_\_

\* From: \_\_\_\_\_ To: \_\_\_\_\_ \* Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### Languages

Language Proficiency  
 \* **English** Verbal: Beginner  Intermediate  Fluent

Written: Beginner  Intermediate  Fluent

**Spanish** Verbal: Beginner  Intermediate  Fluent

Written: Beginner  Intermediate  Fluent

Other: \_\_\_\_\_

Verbal:                    Beginner     Intermediate     Fluent

Written:                    Beginner     Intermediate     Fluent

**Licenses**

\* Driver's License: \_\_\_\_\_

\* Class D Security Officer License: \_\_\_\_\_

**References**

\* Please list three professional references.

\* Full Name: \_\_\_\_\_ \* Relationship: \_\_\_\_\_

\* Company: \_\_\_\_\_ \* Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\* Full Name: \_\_\_\_\_ \* Relationship: \_\_\_\_\_

\* Company: \_\_\_\_\_ \* Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\* Full Name: \_\_\_\_\_ \* Relationship: \_\_\_\_\_

\* Company: \_\_\_\_\_ \* Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Previous Employment**

\* Company: \_\_\_\_\_ \* Phone: \_\_\_\_\_

Address: \_\_\_\_\_ \* Supervisor: \_\_\_\_\_

\* Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

\* Responsibilities: \_\_\_\_\_

\* From: \_\_\_\_\_ \* To: \_\_\_\_\_ \* Reason for Leaving: \_\_\_\_\_

\* May we contact your previous supervisor for a reference?    YES     NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?    YES     NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

\* Signature: \_\_\_\_\_ \* Date: \_\_\_\_\_