

APPLICANTS

Thank you for your interest in *HSL Asset Management*. To begin the process, provide **complete** and **accurate** information in response to **every question**. Your application must be legible; please print or type.

The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

Applications are active for sixty days after completion by an applicant. An applicant wishing to be considered for another position after the sixty days must file a new application.

Applicants are conditionally hired based on the successful completion of a post offer drug screen test.

In addition, as part of our hiring process, we:

1. Conduct a background investigation, which, for some positions, may include a credit report,
2. Contact references, (all addresses and phone numbers must be complete)
3. Verify all other information including:
 - a. Education
 - b. Dates of employment
 - c. Rates of pay
 - d. Criminal offenses
 - e. Motor vehicle reports (for positions requiring a Driver's License)
 - f. Gaps of employment

Job offers may be withdrawn due to the applicant's failure to successfully complete any of the above post offer requirements.

Providing incomplete or inaccurate data, intentional or unintentional, may render you ineligible for employment with our company.

HSL Asset Management is an Equal Opportunity Employer and will consider all applicants for all positions equally without regard to race, color, religion, creed, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, genetic information, citizenship, marital status, Veteran status, disability (as provided in the Americans with Disabilities Act) or any other legally protected status.

Application for Employment

Date of Application: _____ / _____ / _____

Position Applying for: _____

Salary Requirement: _____

Personal / Contact Information

Please print in black or blue ink.

Name: Last		First	Middle
Street Address			Apt Number
City		State	Zip
Home Phone	Alt. Phone	Email	
Are you 18 years or older? (If no, you may be required to provide authorization to work.)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you authorized to work in the United States?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a valid Driver's License? (If the position requires it.)			<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>A record of conviction and/or pending criminal charges will not necessarily disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.)</p> <p>► Failure to disclose a conviction and/or pending criminal charges will automatically disqualify you from employment. ◀</p> <p>Have you EVER at any time been convicted of, pled guilty to, pled no contest to, entered into a pre-trial agreement, pending adjudication or similar program with respect to a misdemeanor or felony, including DUI, but excluding minor traffic offense(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please enter Nature of offense(s), Date(s) of Conviction and Name and Location of the Court(s):</p> <p>_____</p> <p>Do you have any criminal charges pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the nature of the charge(s), Name and Location of the Court:</p> <p>_____</p>			

Availability (Check all that apply) <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> On Call <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	
Can you work overtime if the job requires it?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you employed now? If yes, may we inquire of your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you travel if the job requires it?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How did you learn of HSL and / or the position applied for?	
Have you ever worked for HSL before? If yes, where and when?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If employed by HSL, will you be employed by another source? If yes, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Education & Special Training

Do you have a high school diploma or GED? (yes or no)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name, city and state of last school attended: _____			
Provide present and / or past colleges, universities, and / or trade, business, or vocational schools.			
Name	Location (city & state)	Major / Minor	Type of Degree

Active professional, technical, occupational licenses, certificates, or registrations: _____

Awards, commendations, or other recognitions for outstanding achievement in school, military service, work or civic activities: _____

Employment History

Provide a complete and accurate history of ALL employers for a minimum of five (5) years. Start with the present or most recent position and work back. Explain any gaps. If you need more space use another piece of paper. Do not substitute a resume. If employed in the property management industry, include the apartment community in addition to the management company or community owner. Termination from employment will not necessarily exclude you from employment, but failure to disclose information of this nature will make you ineligible for hire. Falsification, including providing inflated / inaccurate job title, hire / separation dates, and / or salary history or failure to disclose information will automatically make you ineligible for hire.

Current/most recent employer (If property management, enter Property Name AND Management Company) Phone Number: ()				
Address:		City:	State:	Zip Code:
Hire Date:		Leaving/ End Date:		Job Title:
Starting Pay (Hourly):		Ending Pay (Hourly):		May we contact your supervisor? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, name & phone number:
Description of job duties:				
Were you fired or asked to resign? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain:				
Reason For Job Change:				

Previous Employer (If property management, enter Property Name AND Management Company) Phone Number: ()				
Address:		City:	State:	Zip Code:
Hire Date:		Leaving/ End Date:		Job Title:
Starting Pay (Hourly):		Ending Pay (Hourly):		Name & phone number of supervisor:
Description of job duties:				
Were you fired or asked to resign? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain:				
Reason For Job Change:				

Previous Employer (If property management, enter Property Name AND Management Company) Phone Number: ()				
Address:		City:	State:	Zip Code:
Hire Date:		Leaving/ End Date:		Job Title:
Starting Pay (Hourly):		Ending Pay (Hourly):		Name & phone number of supervisor:
Description of job duties:				
Were you fired or asked to resign? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain:				
Reason For Job Change:				

Previous Employer (If property management, enter Property Name AND Management Company)			Phone Number: ()	
Address:		City:	State:	Zip Code:
Hire Date:		Leaving/ End Date:	Job Title:	
Starting Pay (Hourly):		Ending Pay (Hourly):	Name & phone number of supervisor:	
Description of job duties:				
Were you fired or asked to resign? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain:				
Reason For Job Change:				

Explain ALL gaps in employment history in the last 5 years.
Dates: from _____ to _____ Reason: _____
Dates: from _____ to _____ Reason: _____

Business References

Below give the names of three **business** related references. Valid business references are considered to be current or former supervisors or co-workers who have in-depth knowledge of your work history.

Name	Profession	Relationship	Years Acquainted	Contact Phone Number

Capability & Reliability

Are you willing to abide by the safety rules of this company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you willing to abide by our Drug Free Workplace Policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been disciplined for violating employer safety rules or regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:	
How many times have you been late for school/work in the last two years?	
Are you willing and able to report to work on time as scheduled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain:	

_____ **Application Certification. Read carefully before signing.**

Initial

I hereby certify that each answer to a question herein and all other information otherwise furnished is true and correct. I understand that any incorrect, incomplete, or false statements of information furnished by me on this form or any other HSL Asset Management documents may subject me to discharge from employment at any time. I hereby give my permission to contact past employers and personal references.

I agree that, if I am employed, I will abide by all the rules and regulations of the company. I understand that circumstances may arise during employment making it necessary, in the judgment of HSL, for an employee to submit to a search or to take a job-related drug or alcohol examination, which will be given pursuant to company policy, and at HSL expense. Acceptance of employment will constitute my agreement to submit to such searches and examinations as a condition of continued employment. Refusal to submit to such searches or examinations when asked will be grounds for immediate termination.

I understand that I am applying for a non-contractual, employment-at-will position. This means that should I be hired, I may terminate the employment relationship at any time, with or without cause or notice; likewise, HSL may terminate the employment relationship at any time, with or without cause or notice. No oral statements or representations made either before or during employment can change or modify this non-contractual, at-will relationship. No representative of HSL has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

_____ **AUTHORIZATION** (Please read carefully):

Initial

I authorize HSL Asset Management to investigate all statements contained on this application and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I hereby release HSL Asset Management (HSL) and my former employers, as well as their agents and employees, from all liability for any damage that may result from release or utilization of such information.

I understand that, any misstatements or material omissions in my application may result in a decision not to hire, or if employed, any misrepresentation, false statement or omission on this application shall be grounds for dismissal.

Signature of Applicant

_____, 20_____
Date

Revised 10/18/2017