

Hemlock Farms Community Association

1007 Hemlock Farms, Lords Valley PA 18428 - 570-775-4200

APPLICATION FOR EMPLOYMENT

I acknowledge the following “Terms and Conditions” in making this employment application to HFCA....

1. The application relates to employment at Hemlock Farms .
2. While I am applying for a position relating to one area of interest, I may be scheduled in other areas either in full or part at any time at the discretion of my supervisor.
3. Employment at HFCA is deemed at-will. Either myself or HFCA may terminate the employment relationship at any time, for any reason, with or without cause or notice.
4. Applications that are **NOT FULLY COMPLETED WILL BE RETURNED** to the applicant. All required Certifications shall be in-force and valid at the time of employment. An invalid or missing Certification will be grounds for rejecting or delaying employment.
5. I agree to abide by the HFCA policy regarding “Acceptance of Gifts” as stated in the Employee Handbook Sec. 9, pg. 16. This policy states that I, as an employee, am not allowed to seek, solicit or accept money/cash. Any material gifts received below a value of \$25.00 **must** be immediately disclosed to my supervisor. Material gifts in excess of \$25.00 value shall not be sought, solicited or accepted.
6. Hemlock Farms Community Association is hereby authorized to undertake or cause to be conducted a criminal history background investigation of myself. I acknowledge and agree that any employment I am offered by Hemlock Farms Community Association is subject to the results of such criminal history background investigation and such subsequent criminal history background investigations as HFCA may choose to undertake. I further acknowledge, understand and agree that any such employment I may be offered and the continuation of any employment with HFCA is within the sole discretion of HFCA in reviewing the results of such investigation or investigations. I do further hereby release HFCA, its agents, servants, workmen and employees from any and all claims, demands, suits, actions or damages which may arise as a result of the conduct of the referenced criminal history background investigations and from any action or decision HFCA, its agents, servants, workmen and employees may take based thereon.
7. I acknowledge my right to review my personnel file at any time while under employment of HFCA or within 90 days thereafter.

In submitting my application, I acknowledge that I have read and fully understand the “Terms and Conditions” of the Application described above and the “Hiring Policy” on the overleaf.

SIGNATURE

DATE

HIRING POLICY

Full Time Employee

A full-time employee is defined as a paid employee working 37-1/2 hours or more per week, or any hourly employee working 40 hours per week on a regular and consistent basis. Full-time employees are entitled to all HFCA benefits as outlined in the Employee Handbook and Safety Program Manual.

Part Time Employee

An employee who is regularly scheduled to work less than 37-1/2 hours per week. Part-time employees do not accumulate vacation, personal time, or sick leave time, and are not entitled to benefits unless stated otherwise.

1. Candidates for employment are selected from the total amount of applicants received.
2. **The submission of an application does not automatically qualify a person for an interview.**
3. Hemlock Farms employment practices shall be consistent with Title VII of the Civil Rights Act of 1964. There shall be fair and equal opportunity for all with no discrimination because of race, color, religion, sex, handicap or national origin.
4. The decision to hire is based upon experience, educational background, attitude and/or any combination or degree of these and other noted qualities depending upon the position in question.
5. Reasons for success or failure of an individual's application will not be disclosed to third parties.
6. An employee's evaluation, work performance, discipline or termination will be discussed only with that employee.
7. HFCA reserves the right to select individuals for interview regardless of when the application was received.
8. In the event an applicant is hired, they shall be bound by the provisions of the HFCA Employee Handbook and Employee Safety Program for the term of the employment.

HEMLOCK FARMS EMPLOYMENT APPLICATION

(Please Print All Information)

NAME (Last, First, Initial) _____

SOCIAL SECURITY #: _____ AGE* _____

PERMANENT ADDRESS _____

PERMANENT PHONE#: _____

EMPLOYMENT DESIRED:

POSITION: _____ DATE YOU CAN START: _____

SALARY DESIRED: _____

ARE YOU EMPLOYED NOW? _____ IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

EVER APPLIED TO HFCA BEFORE/ _____ WHAT AREA _____ WHEN _____

*OPTIONAL INFORMATION – You are not required to answer these questions. The HFCA is an equal opportunity employer.

EMPLOYMENT HISTORY (List below last three employers, starting with last one first)

DATE/ MONTH & YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
From: To:				
From: To:				
From: To:				

REFERENCES: GIVE THE NAMES OF 3 PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

EDUCATION:				
EDUCATION	NAME & LOCATION OF SCHOOL	# OF YRS. ATTENDED	DID YOU GRADUATE? DEGREE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE OR TRADE/ BUSINESS SCHOOL				

GENERAL:

Subjects of Special Study or Research Work: _____

U.S. Military or Naval Service: _____ Rank: _____

Present Membership in National Guard or Reserves: _____

PHYSICAL RECORD:

DO YOU HAVE ANY PHYSICAL LIMITATIONS THAT PRECLUDE YOU FROM PERFORMING ANY WORK FOR WHICH YOU ARE BEING CONSIDERED? () YES () NO

IF YES, WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATIONS?

PLEASE DESCRIBE: _____

IN CASE OF AN EMERGENCY, NOTIFY:

NAME

ADDRESS

PHONE #

“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 shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you 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 may result from furnishing same to you.”

“I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.”

DATE

SIGNATURE