



Expert Knowledge - Exceptional Service

Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: _____ Date: _____

Position(s) applied for or type of work desired: _____

Street Address: _____ P. O. Box _____

City: _____ State: _____

Telephone # _____ Cell # _____ Social Security #: _____

Type of employment desired: _____ full-time _____ part-time _____ temporary/summer

Date you will be available to start work: _____

Can you meet normal attendance requirements Monday through Friday? _____ Yes _____ No

Do you have any objection to working overtime if necessary? _____ Yes _____ No

Can you travel if required by this position? _____ Yes _____ No

Have you ever been previously employed by our organization? _____ Yes _____ No

Can you provide a Social Security card or other legal authorization? _____ Yes _____ No

If you are under 16, can you furnish a work permit if it is required? _____ Yes _____ No

Salary Desired: _____ Driver's license number: _____

How were you referred to us?

Employment History

Please provide all employment information for your current and past employers starting with the most recent.

Date: Month and Year Position Was Held From: ____ / ____ To: ____ / ____	Position Held:	Salary:
	Employer:	Telephone #:
	Address:	
	Immediate Supervisor & Title:	
	Reason for Leaving:	
Job Summary:		
May we contact your current employer?	Yes:	No:

110 Executive Drive Highland, IL 62249
PH: 1-800-763-8669 FX: 1-618-654-1480

mail@terra-properties.com
www.terra-properties.com



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Date: Month and Year Position Was Held From: ____ / ____ To: ____ / ____	Position Held:	Salary:
	Employer:	Telephone #:
	Address:	
	Immediate Supervisor & Title:	
	Reason for Leaving:	
Job Summary:		

Date: Month and Year Position Was Held From: ____ / ____ To: ____ / ____	Position Held:	Salary:
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Educational History

School Name	Location	Years Attended	Course of Study	Degree Earned

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

References: Give the names of three persons not related to you, whom you have known at least one year.

Name	Address	Telephone #	Years Known

Additional Information

1. Do we have permission to complete a Department of Motor Vehicle check? Yes_____ No_____
2. Do you have a vehicle that can be used for occasional travel to perform the duties and responsibilities of this position? (Mileage will be reimbursed.) Yes_____ No_____
3. Do you have a phone at your home address? (Terra Properties' personnel need to be accessible to handle occasional after hour's emergency calls.) Yes_____ No_____
4. Are you able to occasionally travel for work to apartments or seminars for a one or two-day time period? Yes_____ No_____

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5. Besides your resume is there anything else that you would like us to know that would be helpful to us in our selection of applicants?

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all-previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions

Applicant signature: _____ Date: _____

Upon completion of this application, please mail or deliver to:

**Attention: Human Resources
Terra Properties, Inc.
110 Executive Drive
Highland, IL 62249**

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SUBSTANCE ABUSE POLICY

ADDENDUM TO EMPLOYMENT APPLICATION

Notice To Applicant

As an Applicant for employment, you are hereby notified that Terra Properties, Inc., (the "Employer") wishes to create and maintain a work environment free of Illegal Drugs and Alcohol abuse. Employer prohibits its employees from working with any level of an Illegal Drug present in their blood, or a blood alcohol concentration level of 0.04 grams of alcohol per 100 milliliters of blood, or greater. Employer requires that all new employees and prospective employees pass Illegal Drug and/or Alcohol Abuse test. All Applicants who are offered employment will be required to submit to such urine and/or blood testing prior to employment.

Acknowledgement and Consent

I understand that if offered employment, I will be required to submit to an Illegal Drug and/or Alcohol Abuse test or tests. I further understand that a confirmed positive test for any Illegal Drug or an Abusive Level of Alcohol will result in immediate termination of my employment and/or the withdrawal of any offer of employment, with no recourse against Terra Properties, Inc., it's management, or owners.

Applicant:

Signature

Printed Name

Date

