

# Twin Oaks Estates

## Application for Employment

Please complete and print entire application

Name \_\_\_\_\_

Other name(s) known by \_\_\_\_\_ Social Security Number \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_ Cell Telephone \_\_\_\_\_

Date of Birth \_\_\_\_\_

Emergency contact \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Driver's License Number \_\_\_\_\_

Make of Car \_\_\_\_\_ Year \_\_\_\_\_ Car License Number \_\_\_\_\_

I am applying for a job as \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Extra \_\_\_\_\_

Job objective \_\_\_\_\_

Desired Salary \_\_\_\_\_ Date you can start \_\_\_\_\_

Other job interests \_\_\_\_\_

Location desired: O'Fallon \_\_\_\_\_ Heritage Pointe, Wentzville \_\_\_\_\_

Education

Name and location of school	Years attended	Degree	Program: major/minor
College			
High School			
Other			
Currently Attending			

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www.twinoaksestate.com

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Other (including conferences, workshops, seminars) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Honors, achievements, extracurricular activities, hobbies, or interests' \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Skills    Typing WPM \_\_\_\_\_    Stenography WPM \_\_\_\_\_

Computer Proficiency    Word for Windows \_\_\_\_\_    Excel \_\_\_\_\_    Others \_\_\_\_\_

Professional License(s) \_\_\_\_\_

Language Fluency \_\_\_\_\_

Equipment Knowledge \_\_\_\_\_

Technical Knowledge \_\_\_\_\_

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Previous Employment – Begin with the most recent position. Include volunteer experience which relates to the job which you are applying.

Dates of Employment	Names and Address of Employer	Title or Position	Duties and Responsibilities	Begin Salary	Ending Salary	Reason for Leaving

Professional, union , social membership(s) \_\_\_\_\_

Were you in U. S. Armed Forces? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes what Branch? \_\_\_\_\_ Date of entrance \_\_\_\_\_ Date of Discharge \_\_\_\_\_

Military assignments/Occupational specialty \_\_\_\_\_

Explain any personal responsibilities or health problems that might prevent you from coming to work such as defects in hearing, vision, or speech. \_\_\_\_\_

List handicaps, health problems, or prior work injuries that should be considered in job placement. \_\_\_\_\_

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U. S. Citizen    Yes\_\_\_\_\_    No\_\_\_\_\_

Reference Name	Address	Telephone Number	Received Permission For Use As Reference (Y/N)

Have you filed any workers' compensation claims against your current or previous employers?    Yes\_\_\_\_\_    No \_\_\_\_\_

If your answer is YES, please describe the nature of such claims and the current disposition of your case: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify under penalty of perjury that the above information is true and correct to the best of my knowledge.

SIGNATURE: \_\_\_\_\_    DATE: \_\_\_\_\_

# **Twin Oaks Estates**

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**Criminal Record Statement:**

*Twin Oaks Estates requires that all employees disclose any convictions. A conviction is any plea of guilty or nolo contendere (no contest) or verdict of guilty.*

Have you ever been convicted of a crime in Missouri? YES\_\_\_\_\_ NO\_\_\_\_\_

have you ever been convicted of a crime from another state, federal court, military or jurisdiction outside of the U. S.? YES\_\_\_\_\_ NO\_\_\_\_\_

Criminal convictions from another State or Federal court are considered the same as criminal convictions in Missouri.

If you answered YES to either of the above questions, please give details below indicating the nature and circumstances of each crime and the date and location in which each crime occurred.

You must disclose convictions, including reckless and drunk driving convictions even if:

1. It happened a long time ago;
2. It was only a misdemeanor;
3. You didn't have to go to court (your attorney went for you);
4. You had no jail time or the sentence was only a fine or probation;
5. You received a certificate of rehabilitation;
6. The conviction was later dismissed, set aside or the sentence was suspended.

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If you have been convicted of a crime in Missouri or from another state or in federal court provide the following information:

What was the offense? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In which state and city did you commit the offense? \_\_\_\_\_  
\_\_\_\_\_

When did this occur? \_\_\_\_\_  
\_\_\_\_\_

Tell us what happened. (Use additional sheets of paper if needed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify under penalty of perjury that the above information is true and correct to the best of my knowledge.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_