



villa enterprises management

APPLICATION FOR EMPLOYMENT

We Are An Equal Opportunity Employer
Committed To Diversity In The Workplace

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PERSONAL DATA

NAME	LAST	FIRST	MIDDLE	DATE
PRESENT ADDRESS (STREET, CITY, STATE, ZIP CODE)				
PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE)				
HOME PHONE		BUSINESS PHONE		EMAIL ADDRESS
ARE YOU LEGALLY AUTHORIZED OR PERMITTED TO WORK IN THE UNITED STATES? YES ____ NO ____	ARE YOU 18 OR OVER? YES ____ NO ____			

PLACEMENT INFORMATION

POSITION OR TYPE OF WORK DESIRED				ARE YOU INTERESTED IN: ____ FULL TIME ____ PART TIME ____ SEASONAL/TEMP.			
HOURS AVAILABLE TO WORK	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	AM						
PM							
SALARY OR WAGE DESIRED		DATE AVAILABLE		WHO OR HOW WHERE YOU REFERRED TO VILLA ENTERPRISES			
HAVE YOU EVER BEEN EMPLOYED BY ANY OPERATING COMPANY OF VILLA ENTERPRISES BEFORE? YES ____ NO ____ IF YES, WHEN AND WHERE _____							
SKILLS: CHECK ALL THAT ALL THAT APPLY TO YOUR EXPERIENCE. ____ TYPING ____ WPM ____ DATA ENTRY ____ KPH ____ ADDING MACHINE ____ PERSONAL COMPUTER/POS ____ CASH REG ____ MS WORD ____ EXCEL ____ ACCESS ____ OTHER _____							

EDUCATION RECORD

LIST LAST HIGH SCHOOL AND ALL BUSINESS, TRADE SCHOOLS AND COLLEGES ATTENDED			
NAME AND LOCATION OF SCHOOL	MAJOR/MINOR	DEGREE	CUMULATIVE AVERAGE
EXTRACURRICULAR ACTIVITIES (INCLUDE OFFICES HELD, SCHOLARSHIPS, AWARDS, HONORS, SPORTS, ETC.) YOU ARE NOT REQUIRED TO LIST ACTIVITIES WHICH MAY REVEAL YOUR RACE, RELIGION, SEX, OR NATIONAL ORIGIN.			

VILLA ENTERPRISE MANAGEMENT LTD, INC. AND ITS AFFILIATION (COLLECTIVELY, VILLA ENTERPRISES) DOES NOT DISCRIMINATE IN HIRING OR TERMS OR CONDITIONS OF EMPLOYMENT ON THE BASIS OF AGE, SEX, RACE, COLOR, RELIGION, DISABILITY NATIONAL ORIGIN, CITIZENSHIP STATUS, VETERAN STATUS, MARITAL STATUS, MILITARY STATUS, SEXUAL ORIENTATION, PREGNANCY

NO QUESTIONS ON THIS APPLICATION IS INTENDED TO SECURE INFORMATION TO BE USED FOR SUCH DISCRIMINATION.

EMPLOYMENT HISTORY

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LIST ALL EMPLOYERS WITH CURRENT OR MOST RECENT EMPLOYMENT FIRST. LEAVE NO TIME UNACCOUNTED FOR. IF LIMITED PREVIOUS EMPLOYMENT, LIST THREE PERSONS, NOT RELATED, WHO HAVE KNOWN YOU FOR SOME TIME.

PRESENT LAST EMPLOYER	TELEPHONE NUMBER ()	SUPERVISOR S NAME
ADDRESS	DATES EMPLOYED	BASE SALARY OR WAGE START
POSITION TITLE	/ TO / MO. YR. MO. YR.	CURRENT/END_____
SUMMARY OF DUTIES	DATE OF LAST INCREASE	
REASON FOR LEAVING OR SEEKING CHANGE OF POSITION		
NEXT PREVIOUS EMPLOYER	TELEPHONE NUMBER ()	SUPERVISOR S NAME
ADDRESS	DATES EMPLOYED	BASE SALARY OR WAGE START
POSITION TITLE	/ TO / MO. YR. MO. YR.	CURRENT/END_____
SUMMARY OF DUTIES	DATE OF LAST INCREASE	
REASON FOR LEAVING		
FIRST PREVIOUS EMPLOYER	TELEPHONE NUMBER ()	SUPERVISOR S NAME
ADDRESS	DATES EMPLOYED	BASE SALARY OR WAGE START
POSITION TITLE	/ TO / MO. YR. MO. YR.	CURRENT/END_____
SUMMARY OF DUTIES	DATE OF LAST INCREASE	
REASON FOR LEAVING		
MAY WE CONTACT YOUR PREVIOUS EMPLOYER? YES _____ NO _____ PHONE() _____		

OCCUPATIONAL REFERENCES

(LIST PERSONAL REFERENCES ONLY IF YOU HAVE NO OCCUPATIONAL REFERENCES)

CHECK ONE ____ OCCUPATIONAL REF. ____ PERSONAL REFERENCE	NAME	OCCUPATION	YEARS ACQUAINTED
ADDRESS (STREET, CITY, STATE, ZIP CODE)			TELEPHONE NUMBER
CHECK ONE ____ OCCUPATIONAL REF. ____ PERSONAL REFERENCE	NAME	OCCUPATION	YEARS ACQUAINTED
ADDRESS (STREET, CITY, STATE, ZIP CODE)			TELEPHONE NUMBER
IN ORDER FOR VILLA ENTERPRISES TO CONDUCT REFERENCE CHECKS, PLEASE LIST ANY OTHER NAME YOU HAVE WORKED UNDER.			

IMPORTANT, READ BEFORE SIGNING

The filing of an application with Villa Enterprises is a preliminary step to employment. It does not obligate Villa Enterprises to offer employment, or the applicant to accept employment. An offer of employment, if made, is for employment at will and is not to be construed as a guarantee of continued employment. Villa Enterprises reserves the right to terminate the employment of any employee at any time. Any employee also has the right to terminate his or her employment with Villa Enterprises, at any time.

- I authorize investigation of all matters contained in this application which Villa Enterprises may deem relevant to my employment and authorize my previous employers or other persons having information concerning me or my record to report such information to Villa Enterprises and such persons are hereby released from all liability for issuing such information. Villa Enterprises will keep all such information confidential except where such information is required to be released by law or order of a court or other authority. I understand and agree that I will be subject to immediate dismissal if it is subsequently discovered that the information herein is untrue or that I have failed to disclose a material fact. I understand that if employed by Villa Enterprises such employment will occur at will and no contract of employment, expressed or implied, is created and that no representative of Villa Enterprises, has any authority to enter into any agreement for employment of any specified period of time, or to make any agreement contrary to the foregoing. I understand that if I receive an offer of employment and I accept the position, I will be required to complete additional information necessary for company record keeping requirements.
- NOTICE TO APPLICANTS AS REQUIRED BY THE FAIR CREDIT REPORTING ACT**
As part of our employment process, an investigative consumer report, as governed by the Fair Credit Reporting Act or any similar state or local statute, may be requested. However, requests will not be made without your prior written authorization.

SIGNATURE

DATE