



It is Monarch Estates and Homes' policy in the hiring process to make reasonable accommodations for persons with disabilities. If your disability prevents you from filling out this application form, please let us know and we will provide assistance.

**Please complete ALL information.** (an incomplete application will not be considered)

**Please print clearly**

Date of application \_\_\_/\_\_\_/\_\_\_

Name \_\_\_\_\_  
                     LAST                            FIRST                            MIDDLE

Position(s) applied for:  
 \_\_\_\_\_

Address \_\_\_\_\_  
                             STREET  CITY  STATE/ZIP CODE

Permanent address if different from above

\_\_\_\_\_ STREET CITY STATE/ZIP CODE

Telephone # ( ) \_\_\_\_\_ Mobile/ Other Phone # ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit?  Yes  No

If no, please explain \_\_\_\_\_

Have you ever been employed here before? If yes, give dates and positions \_\_\_\_\_  Yes  No

Are you legally eligible for employment in this country?  Yes  No

**Date available for work** \_\_\_/\_\_\_/\_\_\_ **What is your desired salary range?** \$ \_\_\_\_\_

Type of employment desired  Full-Time  Part-Time  Temporary  Seasonal  Educational Co-Op

Days/hours available to work

Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

Are you able to meet the attendance requirements of the position?  Yes  No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?  Yes  No

If yes, please provide date(s) and details \_\_\_\_\_

ANSWERING YES TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

**Employment History**

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

From	To	Employer	Telephone # ( ) _____
<b>Job Title</b>	<b>Compensation</b>	Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
From	To	Employer	Telephone # ( ) _____
<b>Job Title</b>	<b>Compensation</b>	Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

From	To	Employer	Telephone # ( ) _____
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<b>Job Title</b>	<b>Compensation</b>	Address	
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Immediate Supervisor and Title	Summarize the nature of work performed and job responsibilities
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May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
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<b>Job Title</b>	<b>Compensation</b>	Address	
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Immediate Supervisor and Title	Summarize the nature of work performed and job responsibilities
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May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
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**Background Check** – This company utilizes routine background checks before employing applicants. If you authorize this company to perform a background check, please provide the information below and initial where indicated.

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_    I authorize background check \_\_\_\_\_  
(Initial)

**Skills and Qualifications**

Summarize any training, licenses and/or certificates that may qualify you are being able to perform job-related functions in the position for which you are applying. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Educational Background (if job related.)</b>				
<b>Name and Location</b>	<b>Number of Years Completed</b>	<b>Did You Graduate?</b>		<b>Course of Study</b>
High School				
College		Major	Degree	
Other				

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<b>References</b>		
<b>Name</b>	<b>Telephone</b>	<b>Years Known</b>
	( )	
	( )	
	( )	

**Applicant Statement:**

I certify that all information I have provided in order to apply for and secure work with Monarch Estates and Homes is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from Monarch Estates and Homes service, whenever it is discovered.

I expressly authorize, without reservation, Monarch Estates and Homes, its representatives, employee or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that Monarch Estates and Homes does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application will remain current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and Monarch Estates and Homes reserves the right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreement contrary to the foregoing express language are valid unless they are in writing and signed by the employer’s president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

<b>DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.</b>	
I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.	
Signature of Applicant _____	Date ____/____/____

AN EQUAL OPPORTUNITY EMPLOYER



PO Box 2532  
Malibu, CA 90265  
www.monarchestatesandhomes.com