



McCLASKEY PROPERTIES

Property _____

OFFICE USE

APPLICATION FOR EMPLOYMENT

McClaskey Properties is committed to afford all qualified individuals an equal opportunity to pursue employment and advancement opportunities. There shall be no discrimination against any person or group based upon race, color, creed, religion, national origin, sex, age, disability, or veteran status. Please PRINT and answer ALL questions on both sides of this application. If one does not apply, insert N/A.

PERSONAL

Name: _____ Date _____
Last First Middle Initial

Address _____ () _____ () _____
Street City State Zip Home Phone Cell Phone

Date of Birth if under the age of 18 _____ Have you the legal right to work in the U.S.? Yes _____ No _____
 Hire is subject to verification that applicant meets legal age and U.S Work permit requirements.

Have you, since the age of 18 or within the last 7 years (whichever is most recent), ever been convicted of a felony?* If yes, describe briefly.

*Conviction does not necessarily disqualify you from employment.

Have you ever been employed at McClaskey Properties before: Yes _____ No _____
 If yes, please state location, dates and position held. _____

EMPLOYMENT INTERESTS

Position or type of employment desired _____ Wage/Salary desired _____

Available for: Full-time _____ Part-time _____ Temporary _____ Summer _____ Date Available _____

I applied at The Winnemucca Inn as a result of: _____

Advertisement (identify ad and publication _____)

Employee referral (name of employee _____)

Other (i.e. college recruiting, agency, hotline) _____

Please list any days/hours you are restricted from working

	SUN	MON	TUE	WED	THUR	FRI	SAT
FROM							
TO							

Have you been informed of, understand and have ability to perform the essential functions of the job with or without accommodation?
 Yes _____ No _____

Any applicant with a disability who needs reasonable accommodation in any step of the hiring process to assist him or her to demonstrate his or her qualifications to perform the essential functions of the job for which the applicant is applying should inform the Director of Human Resources.

EDUCATION & SKILLS

NAME	CITY	STATE	MAJOR SUBJECT	DEGREE/DIPLOMA
High School				
College				
College				
Graduate School				
Business, Trade, Other				
Professional Licenses and Affiliations _____				
Do you have any special training?				
<input type="checkbox"/> Typing _____ <small>est. wpm</small>	<input type="checkbox"/> Steno _____ <small>est. wpm</small>	<input type="checkbox"/> Word Processing _____ <small>est. wpm</small>	<input type="checkbox"/> Computer _____ <small>please specify</small>	
<input type="checkbox"/> 10-key _____ <small>est.</small>	<input type="checkbox"/> Software _____ <small>please specify</small>	<input type="checkbox"/> Other _____ <small>please specify</small>		

MILITARY

U.S. Military Service Duties	Branch	Highest Rank Held Reserve	Status
Special Training			

HR USE

Office Use Only

EMPLOYMENT HISTORY

Beginning with your present or last position, list the three jobs you have held.				
Employer		Supervisor		Wage Salary
Address			Telephone ()	
Dates Employed <i>From</i> <i>To</i>		Position Held		Reason for Leaving
Duties				
Employer		Supervisor		Wage Salary
Address			Telephone ()	
Dates Employed <i>From</i> <i>To</i>		Position Held		Reason for Leaving
Duties				
Employer		Supervisor		Wage Salary
Address			Telephone ()	
Dates Employed <i>From</i> <i>To</i>		Position Held		Reason for Leaving
Duties				

If additional work history is pertinent, please attach additional documents.

REFERENCES

List at least three people we may contact who are qualified to evaluate your capabilities (Do not include relatives).

NAME	ADDRESS	CITY	STATE	ZIP	TELEPHONE	OCCUPATION	YEARS

ADDITIONAL INFORMATION

Please include any additional information that you think would be applicable: e.g. internships, memberships in professional organizations, or additional relevant employment. Exclude any information which would denote race, color, creed, religion, national origin, sex, age or disability. _____

SIGNATURE

**PLEASE REACH THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION.
ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.**

I CERTIFY THAT ALL ANSWERS OR STATEMENTS I HAVE MADE ON THIS APPLICATION OR ON MY RESUME OR OTHER SUPPLEMENTARY MATERIALS ARE AND CORRECT OMISSIONS. I ACKNOWLEDGE THAT ANY FALSE STATEMENT OR MISREPRESENTATION ON THIS APPLICATION OR SUPPLEMENTARY MATERIALS WILL BE CAUSE FOR REFUSAL TO HIRE OR FOR IMMEDIATE DISMISSAL FROM EMPLOYMENT AT ANY TIME DURING THE PERIOD OF MY EMPLOYMENT. I AUTHORIZE MCLASKEY PROPERTIES TO CONTACT ANY OF MY PAST EMPLOYERS TO OBTAIN INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND/OR EDUCATION. EXCEPT AS OTHERWISE INDICATED, I RELEASE THIS COMPANY AND ALL PERSONS AND ORGANIZATIONS FROM ALL CLAIMS AND LIABILITIES OF ANY NATURE ARISING FROM SUCH INVESTIGATIONS OR THE SUPPLYING OF INFORMATION FOR SUCH INVESTIGATIONS.

I AGREE TO CONFORM TO THE RULES AND REGULATIONS ESTABLISHED BY MCLASKEY PROPERTIES. I UNDERSTAND THAT AN OFFER OF EMPLOYMENT IS NOT AN EMPLOYMENT CONTRACT AND THAT FOR THE COMPANY MAY TERMINATE ANY EMPLOYMENT RELATIONSHIP AT ANY TIME. I HAVE READ AND UNDERSTAND THE FOREGOING STATEMENTS AND ACCEPT THE SAME AS CONDITIONS OF EMPLOYMENT.

SIGNATURE OF APPLICANT _____ DATE _____