



Silver Lakes Association

Employment Application

An Equal Opportunity Employer

Please Print

Date Last Name First Name Middle

Present Address

No. & Street City State Zip Code

Permanent Address (if different from present address)

No. & Street City State Zip Code

Business Phone Home Phone Email Address

Employment Desired

Position applying for: _____

Personal Information

How did you hear about our company and this job opening? _____

Have you ever applied to or worked for Silver Lakes Association before? ☐ Yes ☐ No

If yes, when? _____

Why are you applying for work at Silver Lakes Association ?

Employment Application

If hired, would you have a reliable means of transportation to and from work?..... ☐ Yes ☐ No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) ☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? ☐ Yes ☐ No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

Education, Training, and Experience

School	Name and Address	No. of Years Completed	Did you Graduate?	Degree or Diploma
High School	_____	_____	☐ Yes ☐ No	_____
	Name			
	Address			
	City State Zip Code			
College/ University	_____	_____	☐ Yes ☐ No	_____
	Name			
	Address			
	City State Zip Code			

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Education, Training, and Experience - continued

School	Name and Address	No. of Years Completed	Did you Graduate?	Degree or Diploma
Vocational/ Business	Name Address City State Zip Code		☐ Yes ☐ No	
Health Care Training	Name Address City State Zip Code		☐ Yes ☐ No	

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

Name of Employer	Phone Number		
Type of Business	Your Supervisor's Name		
Address & Street	City	State	Zip Code
Dates of Employment: From To			

Current Employer ?..... ☐ Yes ☐ No

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference?..... ☐ Yes ☐ No

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Name of Employer

Phone Number

Type of Business

Your Supervisor's Name

Address & Street

City

State

Zip Code

Dates of Employment:

From

To

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference?..... ☐ Yes ☐ No

Note: Attach additional page(s) if necessary.

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

First Name

Last Name

Phone Number

Address & Street

City

State

Zip Code

Occupation

No. of Years Acquainted

First Name

Last Name

Phone Number

Address & Street

City

State

Zip Code

Occupation

No. of Years Acquainted

First Name

Last Name

Phone Number

Address & Street

City

State

Zip Code

Occupation

No. of Years Acquainted

Employment Application

Please Read Carefully, Initial Each Paragraph and Sign Below

Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

I hereby authorize Silver Lakes Association to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

Initials

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

The Company will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

Date

Applicant's Signature

PRIVACY NOTICE TO CALIFORNIA JOB APPLICANTS

Silver Lakes Association (“Silver Lakes,” “we,” or “our”) maintain personal information about California job applicants and prospective employees (“you” or “your”). We are committed to respecting your privacy by handling all personal information collected in accordance with applicable law. This notice explains how we use your personal information and your rights and choices with regard to that personal information.

Personal Information Silver Lakes Collects and How We Use It

Personal Information Collected

Silver Lakes may collect the following categories of your personal information:

- Personal identifiers you provide when you apply for a job, such as your first and last name, alias, address, email address and signature. We collect this information to make an employment and/or job-related decision that involves you, to fulfill or meet the reason you provided the information as a job applicant, and to determine your legal eligibility for employment.
- Professional and employment-related information such as current or past employment history, employee status and title, job evaluations, employment status, work schedule, job assignments, hours worked, training and development information, performance evaluation information, information relating to skill and certifications, disciplinary and counseling information, and termination information. We collect this information to make job-related decisions that involve you, to fulfill or meet the reason you provided the information as a job applicant, to assess qualifications for a particular job or task, for education, training, and development requirements, and to contact your references and/or conduct background checks.
- Education information such as education history, grades, transcripts. We collect this information to evaluate and make an employment and/or job-related decision that involve you, provide you with employment with us, obtain education verification, and assess your qualifications for a particular position.

Data Retention

We retain your personal information in accordance with our data retention policies or for as long as is required by law.

Disclosure to Third Parties

Silver Lakes does not sell or otherwise disclose your personal information to any third parties for any monetary consideration or financial benefit.

Silver Lakes discloses your personal information for business purposes to its service providers and vendors who perform business and human resource functions and services on our behalf, including running pre-employment background checks. Silver Lakes only shares your personal information with its service providers to the extent necessary in order to fulfill the purposes of human resource administration as identified in this Privacy Notice or as required by law.

Silver Lakes may also disclose your personal information to government authorities or agencies when required or permitted to by local, state, or federal law. Silver Lakes may also disclose your information for

other legal reasons when permitted, including to protect our legal rights, and where necessary to protect the vital interests of any person.

California Rights

As a California resident you can make certain requests regarding your personal information. We will fulfill each of these requests per the requirements of California law.

- You can request access to the personal information that we have collected, including the categories of information collected, the sources of that information, our purpose for collecting the information, the categories of third parties with whom we share the information, and the specific pieces of your personal information that we have collected.
- You can request that we correct or delete your personal information subject to certain exceptions.

Silver Lakes will not discriminate against you for exercising any of your California privacy rights.

To exercise the California privacy rights described above, please email kwoodworth@silverlakesassociation.com or call us at 760-245-1606. We will verify your request and in compliance with applicable law we may ask you to provide documentation to verify your identity.

Changes to This Privacy Notice

Silver Lakes reserves the right to update this Privacy Notice at any time. The Last Updated date reflected in this section indicates the last date this Privacy Notice was revised. For any questions about this Privacy Notice please contact kwoodworth@silverlakesassociation.com or 760-245-1606.

Last Updated: January 12, 2023

Print Name: _____

Signature: _____

Date: _____