



# APPLICATION FOR EMPLOYMENT

Horizon Develop Build Manage is an equal opportunity employer. We encourage all qualified individuals to apply for employment. If you require accommodations to complete the application, or interview processing, please contact the Human Resources Department

## PERSONAL DATA

Date of Application: \_\_\_\_\_

PLEASE PRINT

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Address</b>	<b>City</b>	<b>State/Zip Code</b>
<b>Primary Number</b>	<b>Other Phone</b>	
<b>E-Mail Address</b>		

- Are you age 18 or older? Yes  No  Are you legally authorized to work in the United States? Yes  No
- Have you ever been employed by Horizon before? Yes  No   
If yes, give position and dates: \_\_\_\_\_
- Are you currently employed? Yes  No

## EMPLOYMENT INTERESTS

Position(s) Applying For: \_\_\_\_\_

Salary Desired: \_\_\_\_\_ Available Start Date: \_\_\_\_\_

How did you learn of this job opening? Please be specific.

- Employee Referral \_\_\_\_\_
- Internet Posting \_\_\_\_\_
- College Recruitment \_\_\_\_\_
- Walk-In \_\_\_\_\_
- Other \_\_\_\_\_

## EDUCATION

Type of School	Name and Location of School	Did you Graduate?	Area of Study Major/Minor	Diploma/Degree Received
High School		Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/> Diploma <input type="checkbox"/> GED
College/University		Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, month/year Graduated: _____		
Other Relevant Training, Education or Certification				

## ADDITIONAL INFORMATION

**Driving Experience: (Please fill out if driving is an essential function for the position you're applying for)**

Do you have a current valid licenses and insurance? ? Yes  No

**State Driver's or Chauffeur's License Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Other State Licenses within the last 7 years:** \_\_\_\_\_

## EMPLOYMENT HISTORY

Please complete this history to cover a minimum of 7 years of work experience (including part-time). In addition to completing this section, if you have a resume, please include it for a more detailed description of your professional background. **Do not write "see resume" when completing any section of this Application.**

1	Current/Most Recent Employer	<u>Dates Employed</u>	
		To:	From:
	City, State	Telephone number(s):	
	Job Title	Current Salary:	
	Name and Title of Supervisor	Okay to contact current employer?	
	Reason for Leaving		

Please use the space below to continue your employment history to cover a minimum of 7 years work experience. If more space needed add additional page.

Employer	Employment Dates	Job Title	Reason for Leaving
Name: City/State: Phone: ( )	From: mo/yr _____ To: mo/yr _____		
Name: City/State: Phone: ( )	From: mo/yr _____ To: mo/yr _____		
Name: City/State: Phone: ( )	From: mo/yr _____ To: mo/yr _____		

## PROFESSIONAL REFERENCES

Please list three professional references (excluding relatives) that have known you for at least one year.

Professional Reference Contacts	Company	Contact Information
Name: Relationship:		
Name: Relationship:		
Name: Relationship:		

## **APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the statements, facts and answers set forth in this Application for Employment ("Application") and any resume I provide are true and complete to the best of my knowledge, and I understand that if subsequent to employment any such statements and/or answers are found false or that information has been omitted, such false statements or omissions will be just cause for the termination of my employment. Further, I also understand that by requesting this information, no promise of employment is being made. I hereby authorize Horizon (Horizon Development, Inc., Horizon Construction, Inc., and Horizon Management Services, Inc.), its subsidiaries and affiliates, to investigate any of the facts set forth in this Application which may include, but is not limited to, a credit check or criminal records background check (as it pertains to the position applying for).

I authorize Horizon to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.

I understand that employment with Horizon, its subsidiaries and affiliates is "at will", which means that either I or the company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by law. All employment is continued on that basis. I understand that no supervisor, manager or execution for the Company, other than the president, has any authority to alter the foregoing and then only if it is in writing.

I hereby authorize Horizon, its subsidiaries and affiliates, its employees or agents, to contact the references as well as current or previous employers listed on this Application for Employment (unless I have not authorized contact with my current employer on page 2 of this Application). I also authorize the person or organizations listed on the Application for Employment to give information concerning my previous employment, education or any other information which they may have, personal or otherwise, with regard to any of the subjects covered by this Application for Employment. I hereby release all such parties from liability for furnishing such information.

I understand Horizon, its subsidiaries and affiliates are a drug-free workplace, and I understand an offer of employment is contingent upon successful completion of Horizon's drug screening. Any positive test will negate an offer of employment.

This Application for Employment shall be considered active for a period of time not to exceed 45 days. Any Applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I also understand that depending on the position I am applying for, I may be requested to take one or more testing examinations.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

***Thank you for your interest in Horizon, its subsidiaries and affiliates,  
and for taking the time to complete our Application for Employment!***