



APPLICATION FOR EMPLOYMENT

Home One LLC is an equal opportunity employer and does not and will not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, affectional or sexual orientation, age, handicap, marital status, familial status, disability, veteran status, or any other protected category under state or federal equal opportunity laws. Information provided on this application will not be used for any discriminatory purpose.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed by Home One LLC. Your complete application form will be maintained in our active files for six (6) months from the date of application. You may submit a new application at any time.

Please read carefully and complete all answers by printing in ink or typing.

Last Name	First	MI	Date of Application
Street Address			Type(s) of Work Desired
City State ZIP			Social Security Number
Home Telephone		Work Telephone	

Employment Record

Starting with present or most recent, list all previous employers, regardless of length of employment. Include self-employment, summer and part-time jobs. Do not skip any jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Name of Employer		Type of Business	Type or Classification of Job	
Street Address		Phone Number	Brief Description of Job Duties	
City	State	ZIP Code		
Supervisor's Name		Phone Number		
Base Salary	Dates Worked From	To		
Reason for Leaving				
Name of Employer		Type of Business	Type or Classification of Job	
Street address		Phone Number	Brief Description of Job Duties	
City	State	ZIP Code		
Supervisor's Name		Phone Number		
Base Salary	Dates Worked From	To		
Reason for Leaving				

Educational History

	School Name	Address	Major Course or Subject	Dates Attended		Diploma / Degree Conferred
				From	To	
High School						
Technical/Trade (after High School)						
College or University						
Other Education/Training						

Outside Activities

(Exclude those indicating race, color, religion, sex, national origin, age, or handicap.)

Professional Memberships, Certificates, or Licenses Held

Past and Present Civic or Cultural Activities (Include Offices Held)

Principal Hobbies

Special Skills

<i>To Be Completed by Applicant for Office/Clerical Work</i>			<i>To Be Completed by Applicant for Sales/Customer Relations Work</i>	
Typing	Yes No	Words per Minute:	Type of Hardware / Software Used	Years Experience
Dictation	Yes No	Words per Minute:		
Computer Skills	Hardware Software			
Please list other skills and/or equipment/language experience you have acquired			List Other Relevant Skills	
			Sales Training	Yes No Type:

Military Record

Branch of Service	From	To
-------------------	------	----

Present Military Affiliation:
None Reserve (Active) Reserve (Inactive)

Kinds of training and duty while in service

Professional/Work References

Please provide the names and addresses of two persons NOT RELATED to you other than your immediate supervisors, to whom we can refer.

Name	Title/Relationship	Address	Phone Number	Occupation
May We Contact Your Present Employer?		Yes		
		No		
Wage or Salary Required				
Date Available				

Have you ever pled guilty or been convicted of any crime involving dishonesty or breach of trust?

yes no *If yes, give details of offense.*

Have you ever pled guilty or been convicted of any crime other than a misdemeanor or summary offense?

yes no *If yes, give details of offense*

I understand that I must be legally authorized to work in the United States and the state in which I am applying (i.e., meet employment eligibility requirements under the Immigration Reform and Control Act of 1986; meet applicable minimum age requirements, etc). I understand that I will be required to submit sufficient documentation or take certain steps to comply with these laws.

yes no

Agreement and Release

PLEASE READ THE FOLLOWING PARAGRAPHS BEFORE YOU SIGN THIS APPLICATION, BECAUSE YOUR SIGNATURE CONSTITUTES YOUR AGREEMENT THERETO IN RETURN FOR THE CONSIDERATION OF YOUR APPLICATION.

I authorize Home One LLC and any of its affiliates (hereinafter collectively referred to as Home One), and any employees or agents thereof, to make whatever inquiries it deems necessary of any person, education institution, or organization to verify any of the information given in my application for employment and to determine my qualifications and abilities. In filing this application, I declare that my answers are true and complete. I understand that I will be dismissed if, after employment, it is learned that any of my answers on this application, or any supplement thereto, or in any pre-employment interview, were false or incomplete.

I authorize Home One LLC and any of its affiliates (referred to collectively herein as Home One), and any employees or agents thereof, to investigate and verify any of the information given in my application for employment, including my prior employment, my educational background and my qualifications. I also authorize and request every school official, law enforcement official, governmental official, court official, and every other person, corporation, association, organization, institution, or entity having control of any document record, or other information, including personal opinion or belief, pertaining to me or to my application for employment, to furnish the originals or copies of any documents, records or other information to Home One, or to any representative acting in behalf of Home One, to inspect and make copies of any such documents, records or other information. I am willing that a copy of this document be accepted with the same authority as the original.

I hereby release and hold harmless Home One and all persons or companies supplying such information from all liability and responsibility in connection with the furnishing of that information. I release and hold Home One harmless from and against any and all liability or claims for damages that may result from this investigation, or the release, disclosure and use of this information.

I understand that if I am employed by Home One my employment will be at-will. I understand and agree that I have the right to terminate my employment at any time with or without cause and that Home One retains a similar right. I also understand that no representative of Home One, other than a member of the Human Resources Department has the authority to enter into agreement for employment for a specific period of time or to assure any benefits or terms and conditions of employment.

I also understand that nothing contained in this employment application or granting of an interview is intended to create an employment contract between Home One and myself for either employment or the granting of benefits.

I understand and accept that business needs may make the following conditions mandatory: overtime, shift work, a rotating work schedule, or a work schedule that includes Saturday and Sunday.

I acknowledge that my employment may provide me directly or indirectly with the acquisition of information of a confidential nature pertinent to the business of Home One and I do hereby promise not to disclose, reveal, discuss or advise anyone except authorized officials of Home One concerning such information.

Are you currently under any non-compete restrictions? yes no

If yes, please describe: _____

I hereby acknowledge that I have read the above statement and understand the same.

Signature

Date

**Agreement and Release for Consumer Credit Report
or Investigate Consumer Report**

The Fair Credit Reporting Reform Act of 1996 places certain requirements on employers who use credit reports for employment decisions. This Agreement and Release describes these requirements and includes a signature area authorizing Home One LLC to complete reports for employment purposes.

I understand that as part of the procedure for processing employment applications, or at various other times during any period of employment with Home One LLC or any of its affiliates, a consumer credit report and/or investigative consumer report may be obtained or prepared.

I authorize and instruct any person, organization, or consumer reporting agency to compile and to furnish to Home One LLC any information it may have in response to such consumer credit inquiries or investigative consumer inquiries (which may include information as to character, general reputation, personal characteristics, and mode of living) and which may be obtained through personal interviews with neighbors, friends, or others who I am acquainted.

I understand that upon written request to Home One LLC, I will be informed whether an investigative consumer report was requested. If an investigative consumer report is obtained or prepared, I understand that I have the right, upon written request to Home One LLC within a reasonable period of time, to receive a complete and accurate disclosure of the nature and scope of the investigation. I also understand that I will have the right to receive a written summary of my rights under the Fair Credit Reporting Act.

I further understand that information provided to Home One LLC in connection with my employment may be communicated among its corporate affiliates. I understand that if I do not wish such information to be communicated to such affiliates, I will notify Home One LLC in writing.

I understand that if employment is denied due to information obtained in the credit report or consumer credit report, I will be provided a copy of the report along with a letter detailing where the report was created and the phone number and address of the reporting service. This letter will also provide additional information and a description of my rights as a consumer under the Fair Credit Reporting Reform Act.

I hereby acknowledge that I have read the above agreement and release and understand the same.

Based on the foregoing, I hereby authorize Home One LLC to procure a consumer report and/or investigative consumer report.

Signature

Date

Printed Name

Social Security Number

Home One LLC and any of its affiliates will not use any information obtained from the consumer report in violation of any applicable federal or state equal employment opportunity law or regulation.

Return Completed Applications to:
Home One Handyman Services
Attn: Human Resources
2600 Lititz Pike
Lancaster, PA 17601