

# HOLLY HILL MALL LLC PRE-EMPLOYMENT APPLICATION

1. Please print clearly with a ball-point pen.
2. Please complete all information as completely as possible (even if you attach a résumé).
3. Please show all dates numerically (i.e. 01 through 12 for months; last two digits for the year).

## Personal Data

Desired Employment  Full-time  Part-time

Name First		Middle	Last	
Address Street		City	State	Zip Code
Previous Address: Street		City	State	Zip Code
Phone Number: Home		Work	Social Security Number	
Drivers License No.		State		
Applying for position(s) of:		Salary Desired \$	Date available to begin work?	
Have you ever been employed by <input type="checkbox"/> or previously applied to <input type="checkbox"/> Holly Hill Mall LLC or any of its affiliates or subsidiaries? If so, please check appropriate box and specify location(s) and date(s):				
Are you now or have you ever been related to someone employed at Holly Hill Mall LLC or any of its affiliates or subsidiaries? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If so, please list name of employee and whether they are still employed with Holly Hill Mall LLC				
Can you, after employment, submit verification of your eligibility to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
How were you referred to Holly Hill Mall LLC?		Indicate name of referral source (friend, newspaper, etc.)		
<input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency <input type="checkbox"/> College Recruiting <input type="checkbox"/> Walk-in <input type="checkbox"/> Holly Hill Mall Employee <input type="checkbox"/> Other				
If asked to relocate, do you have a geographic preference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Would not consider relocation				
If "Yes", please specify location:				
Have you ever been convicted of a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No (A criminal or traffic conviction is not an absolute bar to employment, and a conviction will be considered only as it relates to the job in question.)				
If yes, give date, offense, and location of offense.				

## Educational Data If your degree is under a different name, indicate name:

Name and Address of School	Major/Minor Field of Study	Graduated	Type of Degree Earned	
Address		Yes	No	Diploma or Certificate
High School				
College /University				
College / University				
Graduate School				
Technical, Business, Other				

Professional designation(s) received	Designation 1	Year	Current	Designation 2	Year	Current	Designation 3	Year	Current
	Rec'd	Status		Rec'd	Status		Rec'd	Status	

## Skill Data

Words per minute:	Typing	Shorthand	If applicable to the position for which you are applying, indicate other skills below (Dictaphone, Word Processing Equipment, etc.)

## U.S. Military Service

Branch	Dates of Service	From	To	Rank at Discharge
Special skills or training applicable to the position for which you are applying?				

## Employment Data

Please list your employment history for the past ten (10) years or last three (3) employers. Begin with your most recent or present employment and show all employment including volunteer, summer, part-time or full-time.

Name of Employer	Name and Title of Supervisor	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone No. ( )
Address	Position Held	Dates of Employment	
Description of Job Duties		From	To
		Month Year	Month Year
Reason for Leaving	Eligible for Re-Employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary- Starting \$	Ending \$

Name of Employer	Name and Title of Supervisor	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone No. ( )
Address	Position Held	Dates of Employment	
Description of Job Duties		From	To
		Month Year	Month Year
Reason for Leaving	Eligible for Re-Employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary- Starting \$	Ending \$

Name of Employer	Name and Title of Supervisor	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone No. ( )
Address	Position Held	Dates of Employment	
Description of Job Duties		From	To
		Month Year	Month Year
Reason for Leaving	Eligible for Re-Employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary- Starting \$	Ending \$

## References

Name	Address	Telephone No. ( )
Name	Address	Telephone No. ( )
Name	Address	Telephone No. ( )

## Certification - Please read carefully before signing

- I certify that the information in this application for employment is true and complete to the best of my knowledge. I understand that deliberate falsification or omission of this information may result in refusal of employment or dismissal.
- If you are offered employment by Holly Hill Mall LLC, the offer is contingent upon a background check which may include the following: (1) a consumer report, (2) a criminal record check, (3) employment verification, and (4) education verification.
 

(a) Consumer Report - Holly Hill Mall LLC may request a consumer report from an outside agency. You have the right to have disclosed to you, upon request, whether or not a consumer report was procured or prepared, and if so, you have the right to be informed of the nature of the report and the location and telephone number of the agency that provided the report. By signing this document you authorize Holly Hill Mall LLC to obtain a consumer report for the purpose of determining your suitability for employment with Holly Hill Mall LLC. If Holly Hill Mall LLC obtains a consumer report, I wish to receive a copy of the report free of charge.

(b) Criminal Record Check - Except where prohibited by state or local law, Holly Hill Mall LLC will initiate an investigation as to whether or not you have a history of criminal convictions, and if so, the details of those convictions. By signing this document, you authorize Holly Hill Mall LLC to initiate such an investigation for the purpose of determining your suitability for employment with Holly Hill Mall LLC.
- I authorize the employers and educational institutions named above to furnish Holly Hill Mall LLC, and its affiliates and subsidiaries any information regarding my previous employment or education and any pertinent information they may have and release all parties from all liability for any damage that may result from furnishing same.
- In consideration of my employment, I agree to conform to the rules and regulations of Holly Hill Mall LLC. I understand that if hired I will be an at-will employee and my employment and compensation can be terminated with or without cause, and with or without notice, at the option of either the Company or myself.
- All persons who are offered employment with Holly Hill Mall LLC, and who are "disabled" as defined in the Americans with Disabilities Act ("ADA") or in applicable state statutes are invited to inform Holly Hill Mall LLC of any reasonable accommodation(s) they may need in order to perform the essential functions of the position which they are offered.

Signature (Your signature indicates that you have read and understand items 1 through 5 above.)	Date
-------------------------------------------------------------------------------------------------	------

All phases of employment Holly Hill Mall LLC are based strictly upon the qualifications of the individual as related to the work requirements of the position. This policy is applied without regard to race, sex, religion, national origin, ancestry, age, disability, veteran status, or marital status.

Holly Hill Mall LLC is an Equal Opportunity Employer

# HOLLY HILL MALL LLC

## AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This authorization and consent for release of personal information acknowledges that Holly Hill Mall, LLC. (hereafter referred to as "Company") and/or its agents may obtain a consumer report and/or an investigative report in connection with my application for and/or continued employment with the Company. These reports might include, but are not limited to, searches of educational institutions attended; financial or credit agencies; records of previous employment, including work history; records from the U.S. Veterans' Administration; criminal history information on file in local, state or federal agencies; worker's compensation records; and motor vehicle records.

I understand that these searches will be used to determine employment eligibility under the Company's employment policies. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the Company. I agree that a fax or photocopy of this authorization with my signature will be accepted with the same authority as the original. In addition, I release and discharge the Company and its agents and associates to the extent permitted by law from any claims, damages, losses, liabilities, costs, expenses, or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand this notice will apply to any future updated reports that may be requested

I understand that according to the Fair Credit Reporting Act, I am entitled to receive, upon proper identification and payment of any authorized fees, a copy of the information on file at the time of my request from the consumer reporting agency listed below. I also understand that before any adverse action, based in whole or part on the information contained in the consumer report, I will be provided a copy of the report, the name address and telephone number of the reporting agency, a summary of my rights under the Fair Credit Reporting Act, as well as additional information on my rights under the law.

After reading this document, I fully understand its contents and authorize the background verification.

Printed Name: \_\_\_\_\_  
                                    FIRST                                    MIDDLE                                    LAST

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other or former names: \_\_\_\_\_

Current address: \_\_\_\_\_

Former addresses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following is for identification purposes only to perform the background check. The information given will be kept separate from your application and not used to determine your eligibility for employment.

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Gender (Male or Female)

\_\_\_\_\_  
Race

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver's License Number and State Issued (For driver's record history only.)