



Preston Homes LLC

2700 Hill Ave., Ste E

P.O. Box: 3135

Toledo, OH 43607

Phone: 419-531-1200 Fax: 419-531-1600

www.prestonhomes.org

Prestonhomesllc@yahoo.com

APPLICATION FOR EMPLOYMENT

Preston Homes is an Equal Opportunity Employer dedicated to non-discrimination in employment.

Last Name	First	Middle	Date
Street Address			Home Phone
City, State, Zip		Cell Phone	
E-mail Address			

Have you ever worked under another name?	Yes No	Are you at least 18 years of age? (if not, a work permit will be required)	Yes No
Have you ever applied to or worked for Preston Homes before? If so, when?	Yes No _____	If a requirement of the position for which you are applying for requires driving, are you a licensed driver with a car available and proper insurance?	Yes No
Have you resided in Ohio for the last five (5) years? If not, in what county/state have you resided?	Yes No	If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?	Yes No
If lifting is a requirement of the position for which you are applying, can you lift 50 pounds without restrictions?	Yes No	You have reviewed the job description that includes the essential functions of the position for which you are applying. Are you able to perform each of the essential functions listed for the position with or without accommodations? What accommodations might be needed?	Yes No

**** We check criminal records upon employment. A record of felony convictions and/or charges of violent crimes may result in rejection of your application.****

Employment Desired

Position desired _____	Date available to start _____	Best time to reach you _____			
Type of employment/shift applying for:					
Full Time	Part Time	Substitute – Irregular Part Time	First shift	Second shift	Third Shift
How did you hear about the position? If referred by a current employee, please provide name.					

Most positions at Preston Homes require working weekends and holidays. Are you available during these times?					Yes No

Employment History

List all present and past employment, starting with your most recent or current employer. Include military service. You must complete this section even if attaching a resume. Any incomplete information may prevent us from processing your application. Thorough reference checks are conducted. Do you want us to notify you before contacting your **current** employer? Yes No

Position _____ Current or Ending Salary _____

Company _____ Telephone # _____

Address _____

Employment Dates

From _____ To _____ Supervisor's Full Name _____

Hours Worked Per Week _____

Duties _____

Reason for Leaving _____

Position _____ Current or Ending Salary _____

Company _____ Telephone # _____

Address _____

Employment Dates

From _____ To _____ Supervisor's Full Name _____

Hours Worked Per Week _____

Duties _____

Reason for Leaving _____

Position _____ Current or Ending Salary _____

Company _____ Telephone # _____

Address _____

Employment Dates

From _____ To _____ Supervisor's Full Name _____

Hours Worked Per Week _____

Duties _____

Reason for Leaving _____

Education and Training

School Name	City and State	Years Completed	Graduate?	Degree/Certification
High School				
College/University				
College/University				
College/University				
Vocational/Business				

List course of study and/or any other training that makes you especially suited for work for Preston Homes: _____

Indicate any foreign language you can speak, read and/or write

	Fluent	Good	Fair
Speak			
Read			
Write			

References

Please list three people who are not related to you whom we may contact as references.

- 1. Name _____ Relationship _____
Street Address _____ Phone Number _____
City, State, Zip _____ Known How Long? _____
- 2. Name _____ Relationship _____
Street Address _____ Phone Number _____
City, State, Zip _____ Known How Long? _____
- 3. Name _____ Relationship _____
Street Address _____ Phone Number _____
City, State, Zip _____ Known How Long? _____

Have you ever had a professional license restricted, suspended or terminated, or is your professional license currently under investigation or review that could result in one of these actions? ___Yes ___No If Yes, please explain: _____ _____
Have you ever plead guilty or “no contest” to a crime, or been convicted of a crime (felony or misdemeanor)? . . . ___Yes ___No
Do you have any criminal charges pending? ___Yes ___No
NOTE: A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.

List of Violations of the Ohio Revised Code

2903.01 Aggravated Murder	2907.08 Voyeurism	2919.23 Interference with custody that would have been a violation of Section 2905.04 of the Revised Code as it existed prior to 07-01-1996 had the violation occurred prior to that date
2903.02 Murder	2907.09 Public Indecency	2919.24 Contributing to the Unruliness or Delinquency of a Child
2903.03 Voluntary Manslaughter	2907.12 Felonious Sexual Penetration	2919.25 Domestic Violence
2903.04 Involuntary Manslaughter	2907.21 Compelling Prostitution	2923.12 Carrying Concealed Weapons
2903.11 Felonious Assault	2907.22 Promoting Prostitution	2923.13 Having Weapons While Under Disability
2903.12 Aggravated Assault	2907.23 Procuring	2923.161 Improperly discharging a Firearm at/into a Habitation or School
2903.13 Assault	2907.25 Prostitution	2925.02 Corrupting another with drugs
2903.16 Failing to provide for a functionally-impaired person	2907.31 Disseminating Matter Harmful to Juveniles	2925.03 Trafficking in Drugs
2903.21 Aggravated Menacing	2907.321 Pandering Obscenity	2925.04 Illegal Manufacturing of Drugs
2903.34 Patient Abuse or Neglect	2907.321 Pandering Obscenity Involving a Minor	2925.05 Funding Drug Trafficking
2905.01 Kidnapping	2907.322 Pandering Sexually-Oriented matter involving a Minor	2925.06 Illegal Administration or Distribution of Anabolic Steroids
2905.02 Abduction	2907.323 Illegal use of a Minor in Nudity-Oriented Material or Performance	2925.11 Possession of Drugs
2905.04 Child Stealing	2911.01 Aggravated Robbery	3716.11 Placing Harmful Object in Food or Confection
2905.05 Criminal Child Enticement	2911.02 Robbery	
2907.02 Rape	2911.11 Aggravated Burglary	
2907.03 Sexual Battery	2911.12 Burglary	
2907.04 Unlawful Sexual Conduct With a Minor. Formerly Corruption of a Minor.	2919.12 Unlawful Abortion	
2907.05 Gross Sexual Imposition	2919.22 Endangering Children	
2907.06 Sexual Imposition		
2907.07 Importuning		

- ❖ A felony not listed in the Ohio Revised Code that bears a direct relationship to the duties of position being sought.
- ❖ Any offense contained in the Ohio Revised Code constituting a misdemeanor of the first degree on the first offense and a felony on a subsequent offense, if the offense bears a direct and substantial relationship to the position being filled and the nature of the services provided.
- ❖ A violation of an existing or former municipal ordinance or law of this state, the United States or any foreign nation, of the offense that is substantially equivalent to any of the offenses above.

Preston Homes' Disclosure of Abuse and Criminal Record

OHIO LAW AND/OR THE PRACTICE OF PRESTON HOMES REQUIRES DISCLOSURE OF ABUSE AND CRIMINAL BACKGROUND INFORMATION OF APPLICANTS applying for employment in accordance with the Ohio Administrative Code (OAC) 5123:2-3-06. Prior to employing a person, Preston Homes requires the applicant to indicate that he/she has NOT been charged with, convicted of, or plead guilty to any of the offenses and/or violations of the Ohio Revised Code. Once employed by Preston Homes, the employee is required to inform the Human Resources Director within fourteen (14) days of being charged with, convicted of, or pleading guilty to any of the offenses and/or violations of the Ohio Revised Code. Failure to disclose this information may result in dismissal from employment.

I further understand that I am required to notify the Human Resource Director if at any time during the application process and future employment with Preston Homes, I am charged with, convicted of, or plead guilty to any of the offenses on the attached list of violations of the Ohio Revised Code.

I have read the offences found on the above list of violations of the Ohio Revised Code. **I have not been charged with, convicted of or plead guilty to any of the referenced offenses.**

➔ **Signed** _____ **Date** _____

I certify that, to the best of my knowledge, the information I have provided is true, accurate and complete. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I further understand that termination of employment shall be mandatory if fraudulent disclosures are given in attempt to meet position qualifications. I acknowledge that I have been given adequate opportunity to disclose disabilities that may require special accommodation and that if I have elected not to reveal these needs in writing that I will hold harmless Preston Homes from any personnel actions that it would typically employ under usual and normal circumstances. I agree to submit to and authorize Preston Homes to conduct verification checks of my criminal background, personal and professional references, credit history, Bureau of Motor Vehicle Records, and searches of other public and private records as Preston Homes deems necessary to secure information regarding me as an applicant for the position I am seeking. I understand I may be asked to undergo pre-employment and random drug testing as a term of employment. In addition, I understand the Company reserves the right to recheck any record at any time during my employment.

I understand that Preston Homes is a discrimination and harassment free environment as well as an Equal Opportunity Employer.

I further understand that if I am hired, employment is not offered for any definite period, regardless of the period of payment of wages. I also understand that I have the right to terminate my employment at any time with or without notice and that the Company has the same right.

➔ **Signed** _____ **Date** _____