

EMPLOYMENT APPLICATION
Queens Lake Community Association, Inc

SECTION I (completed by applicant)

Date: _____

Applicant's Full Name: _____

Social Security Number: _____ Date of Birth: _____

Mailing Address: _____

City / State / Zip: _____

Home Phone #: _____ Cell #: _____

Position Applying For: _____

Earliest Day Available to Start Work: _____

Last Day Available to Work: _____

Dates or Days of Week not available for work: _____

(Due to other job or planned vacation)

Applicant's Signature: _____

Parent/Guardian's Signature if Under 18: _____

****Please attach relevant work experience or resume to this
completed document***

SECTION II (completed by Committee Chairman)

Hourly Pay Rate of \$ _____ Estimated Hours per week: _____

- OR -

Salary Pay \$ _____ How Paid? monthly every 2 weeks

U.S. Dept of Justice Verification Document Work Permit required if under age 16

VA Withholding Form Completed/Attached W-4

Date of Hire: _____

Hired By: (Please Print) _____

Committee/Board Member Signature: _____

**All of the above documents must be obtained prior to starting work. Please provide a copy of
this form to the employee upon hire for their records.**