



Please Answer All Questions. Resumes Are Not A Substitute For A Complete Application

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age physical or mental disability, genetic information or any other category protected by application federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, HERITAGE APPRAISERS, INC., OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

Desired Position	
Position Applied For	
Personal Information	
Name (Last, First, MI)	
Street Address	
City, State, Zip	
How long have you lived there? Month/Year	Email
Desired Salary/Hourly Rate	Employment Desired
Are you willing to work overtime Yes No	Desired Salary/Hourly Rate
Type of Employment Desired Full-Time Part Time, (Specify Hours) _____	
Date on which you would like to start?	
If under the age of 18, can you provide the necessary work certificate a the time of employment?	Yes No
Have you previously applied for employment with Company? If yes, when and where did you apply?	Yes No
Have you ever been employed by Company before? If yes, provide dates of employment, location and reason for separation.	Yes No
If applicable, below list any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.	

EDUCATION				
Education	Name and Address of School (Address, City, State)	Graduate Y or N	# of Years Completed	Degree/ Major
High School				
College				
Bus./Tech./Trade Or Post College				
Honors Received				

Work Experience			
<p>Please list the names of your present and/or previous employers in chronological order with the present or most recent employer listed first. Provide information for at least the most recent ten (10) year period. If self-employed, supply firm name and business references. You may include any verifiable work performance on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. Do not answer "see resume".</p>			
1. Employer (current Yes No)			
Street Address			
City, State, Zip			
Phone Number	May we contact? Yes No If No, why not?		
Supervisor	Start Date	End Date	
Position	Starting Wage	Final Wage	
Job Duties	Reason(s) for leaving		
How much notices did you give if resigned? If none explain.	(If applicable) What would this employer say was the reason your employment was terminated?		

Work Experience (Cont.)**2. Employer**

Street Address

City, State, Zip

Phone Number

May we contact?

Yes

No

If No, why not?

Supervisor

Start Date

End Date

Position

Starting Wage

Final Wage

Job Duties

Reason(s) for leaving

How much notices did you give if resigned? If none explain

(If applicable) What would this employer say was the reason your employment was terminated?

3. Employer

Street Address

City, State, Zip

Phone Number

May we contact?

Yes

No

If No, why not?

Supervisor

Start Date

End Date

Position

Starting Wage

Final Wage

Job Duties

Reason(s) for leaving

How much notices did you give if resigned? If none explain.

(If applicable) What would this employer say was the reason your employment was terminated?

Work Experience (Cont.)**4. Employer**

Street Address

City, State, Zip

Phone Number

May we contact?

Yes

No

If No, why not?

Supervisor

Start Date

End Date

Position

Starting Wage

Final Wage

Job Duties

Reason(s) for leaving

(If applicable) How much notices did you give if resigned? If none, explain.

(If applicable) What would this employer say was the reason your employment was terminated?

Have you ever been terminated or asked to resign from any job?

Yes

No

If **Yes**, how many times?

Has your employment ever been terminated by mutual agreement?

Yes

No

If **Yes**, how many times?

Have you ever been given a choice to resign rather than be terminated?

Yes

No

If **Yes**, how many times?

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

References

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related reference.

Name	Position	Company	Work Relationship (i.e., supervisor, co-worker)	Telephone

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related reference.

Name	Occupation	Address	Telephone	Number of Years Known

APPLICANT CERTIFICATION

I understand and agree that if driving is required of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver’s license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that Heritage Appraisers, Inc., may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If, Heritage Appraisers, Inc., has such a program and I am offered a conditional offer of employment, I understand if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state and local law. I also understand that all employees of the location, pursuant to Heritage Appraisers, Inc.’s policy and federal, state and local law, may be subjected to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with Heritage Appraisers, Inc.’s policies and applicable federal, state and local law.

If employed by Heritage Appraisers, Inc., I understand and agree that Heritage Appraisers, Inc., to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including but not limited to files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state and local law, I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement.

I certify that all the information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or if employed, disciplinary action, up to and including immediate dismissal.

THIS COMPANY IN AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, HERITAGE APPRAISERS, INC., OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMITE THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF HERITAGE APPRAISERS, INC., IS AUTHORIZED TO ENTER INTO AN AGREEMENT-EXPRESS OR IMPLIED – WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF HERITAGE APPRAISERS, INC.,.

IF HIRED, I AGREE TO CONFORM TO THE RULES OF REGULATION OF HERITAGE APPRAISERS, AND I UNDERSTAND THAT HERITAGE APPRAISERS, INC., HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME. EXCEPT THAT IT WILL

NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

I authorize Heritage Appraisers, Inc., or its agents to confirm all statements contained in this application and/or resume as it relates to the position I'm seeking to the extent permitted by federal, state or local law. I agree to complete any requisite authorization forms for the background investigation which may be permitted by federal, state and/or local law. If applicable and allow by law, I will receive separate written notification regarding Heritage Appraisers, Inc., intent to obtain "consumer reports".

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state and local law, any party delivering information to Heritage Appraisers, Inc. or its duly authorized representative pursuant to this authorization from any liability, claims, charges or causes of action which I may have as a result of delivery or disclosure of the above requesting information. I hereby release from liability Heritage Appraisers and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information. Further, if hired, I authorize the company to provide truthful information concerning my employment to future employers and hold Heritage Appraisers, Inc., harmless for providing such information.

If hired by Heritage Appraisers, Inc., I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by Heritage Appraisers, Inc., I also understand Heritage Appraisers, Inc., employs only individuals who are legally eligible to work in the United States.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR MAXIMUM OF SIXTY (60) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE.

DO NOT SIGN UNTIL YOU HAVE READ ALL OF THE INFORMATION CONTAINED IN THE APPLICATION.

Applicant Signature _____ Date ____ / ____ / ____

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgment by the applicant and the parent or legal guardian that Heritage Appraisers, Inc., to the extent permitted by federal, state and local law, can test the application for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to Company personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian

Witness

Date

Date

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR, POLYGRAPH, OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100. I have read and understand the above statement.

Applicant Signature _____ Date ____ / ____ / ____

UNDER MASSACHUSETTS LAW, IT IS UNLAWFUL FOR AN EMPLOYER TO REQUIRE OR ADMINISTER A LIE DETECTOR POLYGRAPH OR SIMILAR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECTED TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

FEDERAL AND/OR STATE LAW MAY PROHIBIT THE USE OF LIE DETECTOR, POLYGRAPH OR SIMILAR TEST AS WELL.

THIS APPLICATION MAY NOT BE SUFFICIENT FOR ALL INDUSTRIES OR APPROPRIATE FOR USE IN ALL LOCALITIES.