

APPLICATION FOR EMPLOYMENT

Date: _____

Candidate Information

Name (First) _____ (Middle) _____ (Last) _____ Social Security # _____

Other Names or Aliases you may have used in the past: _____

Address _____ City _____ State _____ Zip Code _____

Home Telephone # (include area code) _____ Cell Phone# (include area code) _____

| Position Desired | Full time / Temporary Part time | Wage Desired | Date Available |
|------------------|------------------------------------|--------------|----------------|
|------------------|------------------------------------|--------------|----------------|

General Questions

Do you have a dependable automobile for transportation, valid driver's license, and current automobile insurance? (Must provide a copy of driver's license and automobile insurance) Yes / No

Do you have a dependable phone? You must be accessible 24 hours per day. Yes / No

Employment History - Provide information for last three employers. - An incomplete application will not be accepted.

Are you currently employed? Yes / No If no, please explain: _____

Are you planning on working with another employer while working at this position? Yes / No
If yes, please explain: _____

I understand that if I plan to become employed by another employer while working at this position, it is necessary to inform my Regional Property Manager. Failure to disclose is grounds for termination. Yes / No

1. Name of Employer _____ Telephone # (include area code) _____

Address _____ City _____ State _____ Zip Code _____

| Your Title | Full time / Temporary Part time | Starting Wage | Ending Wage |
|------------|------------------------------------|---------------|-------------|
|------------|------------------------------------|---------------|-------------|

Dates Employed From (month/year) _____ To (month/year) _____

Supervisor (name & title) _____ May we contact this person? Yes / No If no, explain _____

Your Responsibilities _____

Reason for Leaving _____

2. Name of Employer _____ Telephone # (include area code) _____

Address _____ City _____ State _____ Zip Code _____

| Your Title | Full time / Temporary Part time | Starting Wage | Ending Wage |
|------------|------------------------------------|---------------|-------------|
|------------|------------------------------------|---------------|-------------|

Dates Employed From (month/year) _____ To (month/year) _____

Supervisor (name, title) _____ May we contact this person? Yes / No If no, explain _____

Your Responsibilities _____

Reason for Leaving _____

3. Name of Employer

Telephone # (include area code)

| | | | |
|---------|------|-------|----------|
| Address | City | State | Zip Code |
|---------|------|-------|----------|

| | | | |
|------------|------------------------------------|---------------|-------------|
| Your Title | Full time / Temporary Part time | Starting Wage | Ending Wage |
|------------|------------------------------------|---------------|-------------|

| | | |
|----------------|-------------------|-----------------|
| Dates Employed | From (month/year) | To (month/year) |
|----------------|-------------------|-----------------|

| | | |
|--------------------------|--------------------------------------|----------------|
| Supervisor (name, title) | May we contact this person? Yes / No | If no, explain |
|--------------------------|--------------------------------------|----------------|

Your Responsibilities

Reason for Leaving

Education & Special Skills

| | | | |
|-------------------------|------------|-----------------|--------------------------------------|
| Highest Grade Completed | 9 10 11 12 | College 1 2 3 4 | Certifications (list all that apply) |
|-------------------------|------------|-----------------|--------------------------------------|

Trade or Business Training

Skills (that would specifically qualify you for the position to which you are applying)

Criminal Record - Criminal records are requested and reviewed.

| | | |
|---------------------------------|----------|------------------|
| Do you have a criminal history? | Yes / No | If yes, explain: |
|---------------------------------|----------|------------------|

| | | |
|--|----------|------------------|
| Have you ever been convicted of a crime? | Yes / No | If yes, explain: |
|--|----------|------------------|

| | | |
|---|----------|------------------|
| Have you ever been charged with a felony? | Yes / No | If yes, explain: |
|---|----------|------------------|

| | | |
|---|----------|------------------|
| Have you ever been convicted of a felony? | Yes / No | If yes, explain: |
|---|----------|------------------|

Character References (list three references that are not related to you)

| | | |
|------|--------------|---------------------------------|
| Name | Relationship | Telephone # (include area code) |
|------|--------------|---------------------------------|

| | | |
|------|--------------|---------------------------------|
| Name | Relationship | Telephone # (include area code) |
|------|--------------|---------------------------------|

| | | |
|------|--------------|---------------------------------|
| Name | Relationship | Telephone # (include area code) |
|------|--------------|---------------------------------|

Miscellaneous Information

| | | |
|---|----------|------------------|
| Do you have relatives that work for this company? | Yes / No | If yes, explain: |
|---|----------|------------------|

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|---|----------|------------------|
| Have you ever worked for this company before? | Yes / No | If yes, explain: |
|---|----------|------------------|

| | | |
|--------------------------------|----------|------------------|
| Do you owe this company money? | Yes / No | If yes, explain: |
|--------------------------------|----------|------------------|

| | | |
|---|----------|------------------|
| Have you ever worked for another rental property or management company? | Yes / No | If yes, explain: |
|---|----------|------------------|

| | | |
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| Have you ever been discharged from employment? | Yes / No | If yes, explain: |
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| Do you or will you be working for another rental property or management company? | Yes / No | If yes, explain: |
|--|----------|------------------|

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|---|----------|
| All positions with this company require physical ability, do you have any limitations that would keep you from any specific functions as it relates to the position for which you are applying? | Yes / No |
|---|----------|

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| If yes, could a reasonable accommodation allow you to perform these specific functions? (If yes, please specify on a separate piece of paper the reasonable accommodation you are requesting) | Yes / No |
|--|----------|

Please do not inform us of the name of the disability or the nature or extent of the disability.

| | | |
|---|---------------|-------------------------------------|
| In case of emergency, who should be contacted? Name: | Relationship: | Telephone # (include area code): |
|---|---------------|-------------------------------------|

Please Read Carefully

"I certify that the information contained in this application is correct to the best of my knowledge and I understand that falsification of this information or a material omission may lead to immediate dismissal. I authorize all of the individuals whom I have listed on this application to give any and all information regarding my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability from any damage that may result from furnishing same to you. If I am employed, in consideration of my employment, I agree to conform to the rules and regulations of the Company. I understand and agree that, my employment, if I am hired, will be "at will". This means that either the Company or I may terminate our employment relationship at any time, for any reason, with or without cause."

Signature

Date

If I am hired as a site manager, I understand and agree that it is a requirement of my hiring that I post my home phone number on the office door.

_____ Initial to Agree

SITE MANAGER or REGIONAL MANAGER IS TO FILL OUT THIS SECTION

This section is to be completed by this Company only after applicant is to be considered for hire. Information is to be used for completing records and not for hiring purposes.

Sex: M / F Date of Birth: Marital Status: Single / Married / Divorced / Widowed / Other

Date to Start Employment: Authorized hours per week: Consideration: Full time / Part time

Department: Manager / Maintenance / Grounds / Housekeeping Status: Permanent / Temporary / As Needed

Property or properties authorized to work: Hourly Rate of Pay: \$

A potential employee is not authorized to begin working until approval from the Regional Property Manager is gained and the potential employee has been assigned an employee number by the Human Resource office.

To obtain an employee number the following paperwork must be submitted and approved by the Human Resource office:

- _____ 074-A Application for Employment
- _____ Driver's License
- _____ Social Security Card
- _____ Proof of Auto Insurance
- _____ 004-E Release of Information
- _____ Credit Check
- _____ Police Check
- _____ 074-B I-9 Form (with signature of interviewer & photocopied attachments)
- _____ 074-C W-4 Form
- _____ 074-D Direct Deposit Instructions
- _____ 074-E1 Acknowledgment of Receipt of Drug-Free Policy (provide employee copy of policy - Form 074-E)
- _____ 074-G Signed Manager's Job Description
- _____ 074-H Signed Maintenance's Job Description
- _____ 074-I Fair Housing Training
- _____ 074-J Sexual Harassment Policy
- _____ 074-K Safety Rules
- _____ 074-LA Acknowledgment of Receipt of Unit Prep (provide employee copy of policy - Form 74-L)

Signature of Interviewer: _____ **Date:** _____