

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

### Employment Determination

To: \_\_\_\_\_ Regional Property Manager

From: Barbara Thomas / Human Resources Coordinator

Criminal History Screening has been processed on: \_\_\_\_\_.

Records found indicate that the above referenced applicant for employment's history is acceptable.

Assessment is based upon the same criteria used to process an applicant for residency. In addition to this assessment, employment screening also includes a search of motor vehicle records and credit records. All employees of properties managed by Franklin Asset Management Company Inc must have a dependable form of transportation and a valid driver's license.

***Further assessment by the Regional Property Manager is required before an offer of employment can be extended. Work qualifications and references must be confirmed. Site Managers do not have the authority to hire until they have received approval from the Regional Property Manager.***

Authorized Start Date: \_\_\_\_\_ Authorized Hours per Week: \_\_\_\_\_

Consideration: Full Time / Part Time      Status: Permanent / Temporary / As Needed

Department: Manager / Maintenance / Grounds / Housekeeping

Properties Authorized to Work: \_\_\_\_\_

Hourly Rate of Pay: \_\_\_\_\_

**Approved:** \_\_\_\_\_  
Regional Property Manager Signature

**Date:** \_\_\_\_\_

Prospective employee is not to begin working until approved by Regional Property Manager and this form is received in the Central Office by Barbara Thomas.

**End of Memorandum**