

APPLICATION FOR EMPLOYMENT

AN
EQUAL
OPPORTUNITY
EMPLOYER

All statements made by applicants for employment on this application form will be carefully checked for accuracy. We offer equal employment opportunities to all persons without regard to race, religion, age, sex, national origin, familial status or disability. The use of this form does not mean there are positions open and does not obligate us in any way. This application will remain on active file for a period of _____ months from the date of application.

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PERSONAL INFORMATION

Name (Print) _____ Home or Nearest Phone _____
(Last Name) (First Name) (Middle Name)

Present Address _____
(Number) (Street)

_____ SSN _____ / _____ / _____
(City) (State) (Zip)

Are you over the age 18? Yes No If no, employment is subject to verification that you are of minimum legal age.

What languages can you read, speak and write fluently? _____

Are you a citizen of the United States? Yes No If not a citizen can you provide Form 1-151 or Form 1-94 as proof that you can legally be employed in the United States? Yes No

Do you intend to remain permanently in the United States? Yes No

Positions applied for _____ How soon could you report to work? _____

Type of employment Full-Time Part-Time Temporary Rate of pay expected \$ _____ /per hour

What days and hours if part time? Days of the week _____ Hours _____ a.m. to _____ p.m.
M-Tu-W-Th-Fr

EDUCATION

TYPE OF SCHOOL	NAME/ADDRESS OF SCHOOL	COURSES MAJORED IN	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE
Elementary			5 6 7 8	
High School			9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No
College		Degree		<input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY

Have you applied for a job with us before? Yes No Have you ever worked for us before? Yes No

How did you come to apply? Employment Referral Former Employee High School Recruitment College Recruitment Newspaper Ad Walk-In Other _____

Have you ever been bonded? Yes No Have you ever been refused bond? Yes No
 If so, state reason and date _____

Have you ever been convicted of a crime except a minor traffic violation? Yes No If so, state date, court and place where offense occurred _____

Have you ever been discharged or requested to resign from a position? Yes No
 If so, explain _____

Does present employer know you plan an employment change? Yes No

Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? Yes No

How much time have you lost from work during the past year? _____

PRIOR WORK RECORD (start with most recent or present employer)

1.

Name, Address & Phone of most recent employer		Telephone Number
Immediate Supervisor (Name & Position)	Date Hired	Starting Pay Rate
Your Job Title & Duties	Date Left	Last Pay Rate
Reason for Leaving		

2.

Name, Address & Phone of employer		Telephone Number
Immediate Supervisor (Name & Position)	Date Hired	Starting Pay Rate
Your Job Title & Duties	Date Left	Last Pay Rate
Reason for Leaving		

3.

Name, Address & Phone of employer		Telephone Number
Immediate Supervisor (Name & Position)	Date Hired	Starting Pay Rate
Your Job Title & Duties	Date Left	Last Pay Rate
Reason for Leaving		

SERVICE IN UNITED STATES ARMED FORCES		
Have you served in the United States Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date active duty started _____		
Date duty ended? _____	Which Branch of Service? _____	Current Status _____
Starting rate? _____	Ending rate? _____	Final Rank? _____
What were your duties? _____		

REFERENCES

(do not list relatives or former employers)

Name	Address	Telephone
Name	Address	Telephone
Name	Address	Telephone

JOB APPLICANT'S AGREEMENT AND CERTIFICATION

"I certify that the information given by me on this application is true in all respects and I agree that if I am employed and it is found to be false in any way, I may be subject to dismissal without notice, if and when discovered. I authorize the use of any information in this application to verify my statement, and I also authorize past employers, all references and any other persons to answer all questions asked concerning my ability, character, reputation and previous employment record. I release all such persons from any liability or damages because of having furnished such information. I further agree, if employed, that I am to work faithfully and diligently, to be careful and to avoid accidents, to come to work promptly, and I am not to be absent for any reason without prior notice to my supervisor, and that my employment is terminable at the will of either the employee or employer."

Signature of Applicant

Date of Application



CONSENT FOR BACKGROUND AND REFERENCE CHECK FOR EMPLOYMENT

I, _____ hereby give my consent for Professional Property Management, Inc., to check the references listed on my Application for Employment and to perform a background check, including but not limited to, a credit and criminal background check.

(All inquiries are to be used solely for the purpose of consideration of available employment.)

Name

Today's Date (MM/DD/YYYY)

Address

Date of Birth (MM/DD/YYYY)

City, State, Zip Code

Social Security Number

Driver's License Number

If you have lived at your current address less than two (2) years, please provide your previous address.

Address

City, State, Zip Code

Signature



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