
Employment Application

PROPERTY MANAGEMENT EXPERTS An Equal Opportunity Employer

Please Print

Date: _____

Last Name

First Name

Middle

Present Address:

No. & Street

City

State

Zip

Permanent Address (if different from present address):

No. & Street

City

State

Zip

(____) _____

(____) _____

Business Phone

Home Phone

Social Security Number _____ - _____ - _____

Employment Desired

Position applying for: _____

Are you applying for:

Regular full-time work? Yes No

Regular part-time work? Yes No

Temporary work, e.g., summer or holiday work? Yes No

What days and hours are you available for work? _____

If applying for temporary work, during what period of time will you be available?

From: _____ To: _____

Are you available for work on weekends? Yes No

Would you be available to work overtime, if necessary? Yes No

If hired, on what date can you start work?

Salary desired: _____

Personal Information

Have you ever applied to or worked for Property Management Experts before?..... Yes No

If yes, when? _____

Do you have any friends or relatives working for Property Management Experts..... Yes No

If yes, state name(s) and relationship:

Name

Relationship

Name

Relationship

Why are you applying for work at Property Management Experts?

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes No

If yes, state nature of the crime(s), when and where convicted and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Are you currently employed? Yes No

If so, may we contact your current employer? Yes No

Education, Training and Experience

School	Name and Address	No. of years Completed	Did you Graduate?	Degree or Diploma
High School	Name _____	_____	Yes No	_____
	City _____ State _____			
College/ University	Name _____	_____	Yes No	_____
	City _____ State _____			
Vocational/ Business	Name _____	_____	Yes No	_____
	City _____ State _____			

Many of our customers (clients) do not speak English. Do you speak, write or understand any foreign languages? Yes No

If yes, which language(s)? _____

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at Property Management Experts? Yes No

If so, please explain:

Answer the following questions if you are applying for a professional position:

Are you licensed/certified for the job applied for? Yes No

Name of license/certification: _____

Issuing state: _____

License/certification number _____

Has your license/certification ever been revoked or suspended? Yes No

If yes, state reason(s), date of revocation or suspension and date of reinstatement.

Employment History

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

_____ Name of Employer	() _____ Telephone No.		
_____ Type of Business	_____ Your Supervisor's Name		
_____ Address & Street	_____ City	_____ State	_____ Zip
Dates of Employment: _____ From _____ To _____	Weekly Pay: _____ Starting _____ Ending _____		
Your Position and Duties: _____ _____ _____			

Reason for Leaving

May we contact this employer for a reference? Yes No

_____ Name of Employer	() _____ Telephone No.		
_____ Type of Business	_____ Your Supervisor's Name		
_____ Address & Street	_____ City	_____ State	_____ Zip
Dates of Employment: _____ From _____ To _____	Weekly Pay: _____ Starting _____ Ending _____		
Your Position and Duties: _____ _____ _____			

Reason for Leaving :

May we contact this employer for a reference? Yes No

Employment History, continued

Name of Employer

Telephone No.

Type of Business

Your Supervisor's Name

Address & Street

City State Zip

Dates of Employment: / / / /
From To

Weekly Pay: _____
Starting Ending

Your Position and Duties

Reason for Leaving :

May we contact this employer for a reference? Yes No

Name of Employer

Telephone No.

Type of Business

Your Supervisor's Name

Address & Street

City State Zip

Dates of Employment: / / / /
From To

Weekly Pay: _____
Starting Ending

Your Position and Duties:

Reason for Leaving :

May we contact this employer for a reference? Yes No

Note: Attach additional page(s) if necessary.

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Property Management Experts to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I hereby authorize Property Management Experts to obtain information to verify my credit history and public records of any unlawful activities relating to my suitability for employment with Property Management Experts.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

_____ Date

_____ Applicant's Signature