

EMPLOYMENT APPLICATION

EQUAL OPPORTUNITY EMPLOYER

Property Management Employment Application

Community Property Management, Inc. is an Equal Opportunity Employment Company dedicated to a policy of non-discrimination in employment on any basis including race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability or sexual orientation.

PLEASE PRINT ALL INFORMATION

DATE: _____

I. Personal Information

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Social Security Number:** _____

Referred By: _____
 Newspaper Ad Friend, relative
 Employee Employment Agency
 Other: _____

II. Employment Desired

Position Applying For: _____ **Date you can start:** _____

Have you filed an application here before? No Yes, **If so, give date:** _____

Are you currently employed? No Yes

If so, can we contact your employer? No Yes

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? (Verification of Employment Eligibility will be required upon employment.) No Yes

If you are under 18 years of age, can you furnish working papers?
 No Yes Over 18 years of age

Are you available to work: Full-time Part-time Temporary

Are you on a lay-off and subject to recall? No Yes

Can you travel if a job requires it? No Yes

Do you have a current, valid driver's license? No Yes

Do you have a vehicle that will be used daily as part of your employment? No Yes

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Have you ever been convicted of a felony? No Yes
 (*Conviction will not necessarily disqualify applicants from employment*)

If yes, please explain: _____

III. Education

Name and Location of School	Years Completed (Circle One)	Diploma Degree	Subjects/Studied
Elementary	5 6 7 8		
High School	9 10 11 12		
College/University	1 2 3 4		
Graduate/Professional/Trade	1 2 3 4		

Honors Received: _____

Specialized training, apprenticeship, skills and extra-curricular activities: _____

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IV. Former Employers

Start with your present or most recent job. Include military service and volunteer activities. If you need additional space, please continue on the back of this page.

Month and Year	Employer's Name, Address, Phone & Supervisor	Final Salary Position Hourly Rate	Reason for Leaving
From: _____ To: _____			
From: _____ To: _____			
From: _____ To: _____			
From: _____ To: _____			

V. Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience: _____

Are you a Veteran of the U.S. Military Service? No Yes
 If so, which Branch: _____

List the languages you speak, read and write:

	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and office held: _____

VI. Physical Report

If you are applying for any property maintenance position including, but not limited to, maintenance superintendent, assistant maintenance superintendent, custodian, landscaper/grounds person, painter/decorator, please be advised that these positions require the lifting and/or moving of heavy equipment.

Are you capable of lifting and/or moving heavy equipment? No Yes

Do you have any medical condition (e.g., heart condition, high blood pressure) that would interfere with your ability to perform the job for which you have applied? No Yes

If yes, please explain: _____

Nearest Relative: _____

Relative's address: _____ Phone: _____

Person to contact in the Event of an emergency:

Name: _____

Address: _____ Phone: _____

Relationship: _____

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VII. References

Give the names of three persons not related to you whom you have known for at least one year.

1. Name: _____ Yrs. Known: _____
 Address: _____
 Business: _____ Phone: _____
2. Name: _____ Yrs. Known: _____
 Address: _____
 Business: _____ Phone: _____
3. Name: _____ Yrs. Known: _____
 Address: _____
 Business: _____ Phone: _____

VIII. Other

State any additional information you may feel will be helpful in considering your application.

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application of interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Community Property Management, Inc.

 Signature of Applicant

 Date

DO NOT WRITE BELOW THIS LINE	
Interviewed By: _____	Date: _____
Remarks: _____	

PLEASE PRINT CLEARLY

LAST NAME	FIRST NAME	MIDDLE NAME
DATE OF BIRTH	SOCIAL SECURITY NUMBER	
PRESENT ADDRESS	CITY, STATE, ZIP	COUNTY

In conjunction with my credit application, I authorize National Tenant Network to investigate my background for any criminal record(s). Should this information be positive, I understand it may be used to deny me employment with Community Property Management, Inc.

I agree to hold harmless National Tenant Network, Community Property Management, Inc. and all others with regard to this criminal check.

- I do not have a criminal record.
- I do have a criminal record in _____.
(County & State)

Date: _____ Signature: _____

DO NOT WRITE BELOW THIS LINE	
<input type="checkbox"/> Negative	<input type="checkbox"/> Positive
Comments:	