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| Colonial Property Mgmt  Employment Application | logo (3) |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | |  | | | | | | | | | First | |  | | | | | M.I. | | Date | |  | | |
| Street Address | | | |  | | | | | | | | | | | | | | | Apartment/Unit # | | | |  | | |
| City |  | | | | | | | | | | | State | |  | | | | | ZIP |  | | | | | |
| Phone |  | | | | | | | | | | | E-mail Address | | | |  | | | | | | | | | |
| Date of Birth | | | |  | | | | | Social Security No. | | | | |  | | | | Desired Salary | | |  | | | | |
| Position Applied for | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Are you a citizen of the United States? | | | | | | | | YES | | | NO | | | If no, are you authorized to work in the U.S.? | | | | | | | | YES | | | NO |
| Have you ever worked for this company? | | | | | | | | YES | | | NO | | | If so, when? | | |  | | | | | | | | |
| Have you ever interviewed for this company? | | | | | | | | YES | | | NO | | | If so, when? | | |  | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | YES | | | NO | | | If yes, explain | | |  | | | | | | | | |
| Driver’s License Number State | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | |  | | | | | | | | City | | |  | | | | | | | | | | | |
| Years | |  | | | Did you graduate? | | YES | | | NO | | | Degree | |  | | | | | | | | |
| College | | |  | | | | | | | | City | | |  | | | | | | | | | | | |
| Years | |  | | | Did you graduate? | | YES | | | NO | | | Degree | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| SKILLS | | | | | | | | | | | | | | | | | | | | | | | | | |

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| --- |
| Are you able to perform the essential job functions of the position you are applying for without reasonable accommodations? ■ YES ■ NO |
| Please list any skills you have that are appropriate for the position you are applying for: |
|  |
|  |
| Please list any certifications or specific training you have: |
|  |
| AVAILABILITY |
|  |
| If required, will you work: Rotating shifts YES NO Saturdays YES NO Overtime YES NO Sundays YES NO |
| Date Available to Begin: |
|  |

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| Previous Employment HISTORY | | | | | | | | | | | | | | | | | | | |
| Company | | |  | | | | | | | | | Phone |  | | | | | | |
| Address | |  | | | | | | | | | | Supervisor | |  | | | | | |
| Job Title | |  | | | | | | | | Starting Salary | | $ | | | Ending Salary | | | | $ |
| Responsibilities | | | | |  | | | | | | | | | | | | | | |
| From |  | | | | To | |  | | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | YES | NO |  | | | | | | |
| Company | | |  | | | | | | | | | Phone |  | | | | | | |
| Address | |  | | | | | | | | | | Supervisor | |  | | | | | |
| Job Title | |  | | | | | | | | Starting Salary | | $ | | | Ending Salary | | | | $ |
| Responsibilities | | | | |  | | | | | | | | | | | | | | |
| From |  | | | | To | |  | | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | YES | NO |  | | | | | | |
| Company | |  | | | | | | | | | | Phone |  | | | | | | |
| Address | |  | | | | | | | | | | Supervisor | |  | | | | | |
| Job Title | |  | | | | | | | | Starting Salary | | $ | | | Ending Salary | | | | $ |
| Responsibilities | | | | |  | | | | | | | | | | | | | | |
| From |  | | | | To | |  | | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | YES | NO |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Military Service | | | | | | | | | | | | | | | | | | | |
| Branch | |  | | | | | | | | | | | | From | |  | To |  | |
| Rank at Discharge | | | | | |  | | | | | | | | Type of Discharge | | | | |  |
| If other than honorable, explain | | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | | | |
| **READ CAREFULLY**: I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I authorize the Company to inquire into my education, past employment history, and references as needed to research my qualifications for this position. | | | | | | | | | | | | | | | | | | | |
| Signature | | | |  | | | | | | | | | | | | Date |  | | |