

# Application for Employment



|   |  |                          |                         |                                |  |
|---|--|--------------------------|-------------------------|--------------------------------|--|
| <i>This form has been designed to help us place you in a position best suited for you. Please print or type all information in full. Failure to provide all information requested may disqualify you from employment.</i> |  |                          | <b>DATE</b>             |                                |  |
| <b>NAME</b>   |  | Last                     | First                   | Middle                         | <b>DATE AVAILABLE TO START</b>                 |
| <b>ADDRESS</b>  |  | Street & No.             | City                    | State                          | Zip Code                                       |
| <b>HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH C.A.R.E. – Property Services, Inc.? When?</b>  |  |                          |                         |                                | <b>LAST 4 DIGITS OF SOCIAL SECURITY NUMBER</b> |
| <b>WERE YOU EVER EMPLOYED BY US? YES NO</b>   |  |                          |                         |                                | <b>TELEPHONE NUMBER ( )</b>                    |
| <b>IF YES, GIVE DATES AND POSITIONS:</b>  |  |                          |                         |                                |  |
| <b>HAVE YOU BEEN CONVICTED OF A FELONY IN THE LAST 7 YEARS? YES NO</b>  |  |                          | <b>IF YES, EXPLAIN:</b> |                                |  |
| <b>DO YOU HAVE ANY NON- COMPETE OBLIGATIONS THAT MAY IN ANY WAY RESTRICT YOUR EFFORTS FOR OUR COMPANY? YES NO</b>   |  |                          | <b>IF YES, EXPLAIN:</b> |                                |  |
| <b>ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT WITHIN THIS COUNTRY? (PROOF OF U.S. CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED UPON EMPLOYMENT)</b>  |  |                          |                         |                                | <b>YES NO</b>                                  |
| <b>NAMES &amp; LOCATIONS OF SCHOOLS</b>   |  | <b>DID YOU GRADUATE?</b> |                         | <b>COURSE OF STUDY/ DEGREE</b> | <b>GRADE AVERAGE</b>                           |
| HIGH SCHOOL   |  | YES<br>NO                |                         |                                |  |
| COLLEGE   |  | YES<br>NO                |                         |                                |  |
| POST-GRADUATE   |  | YES<br>NO                |                         |                                |  |
| OTHER   |  | YES<br>NO                |                         |                                |  |
| <b>LIST ANY PROFESSIONAL LICENSES OR MEMBERSHIPS IN BUSINESS, PROFESSIONAL AND TECHNICAL SOCIETIES:</b>   |  |                          |                         |                                |  |
|   |  |                          |                         |                                |  |
|   |  |                          |                         |                                |  |
| <b>SUMMARIZE ANY SPECIAL SKILLS AND QUALIFICATIONS THAT MAY QUALIFY YOU FOR WORK WITH OUR COMPANY:</b>  |  |                          |                         |                                |  |
|   |  |                          |                         |                                |  |
|   |  |                          |                         |                                |  |
|   |  |                          |                         |                                |  |

## RECORD OF EMPLOYMENT

*List present or last position and continue with each prior position. Attach supplementary form if necessary. Do not reference résumé.*

|  |                           |                           |  |
|--|---------------------------|---------------------------|--|
| COMPANY                                |                           | TITLE OF POSITION         |  |
| ADDRESS                                |                           | POSITION RESPONSIBILITIES |  |
| TYPE OF BUSINESS                       |                           |                           |  |
| EMPLOYED (Mo., Yr.)<br>FROM            | EMPLOYED (Mo., Yr.)<br>TO |                           |  |
| STARTING SALARY                        | ENDING SALARY             | MAJOR ACCOMPLISHMENTS     |  |
| IMMEDIATE (Name & Title)<br>SUPERVISOR |                           |                           |  |
| TELEPHONE NUMBER)                      |                           | REASON FOR LEAVING        |  |

|  |                           |                           |  |
|--|---------------------------|---------------------------|--|
| COMPANY                                |                           | TITLE OF POSITION         |  |
| ADDRESS                                |                           | POSITION RESPONSIBILITIES |  |
| TYPE OF BUSINESS                       |                           |                           |  |
| EMPLOYED (Mo., Yr.)<br>FROM            | EMPLOYED (Mo., Yr.)<br>TO |                           |  |
| STARTING SALARY                        | ENDING SALARY             | MAJOR ACCOMPLISHMENTS     |  |
| IMMEDIATE (Name & Title)<br>SUPERVISOR |                           |                           |  |
| TELEPHONE NUMBER                       |                           | REASON FOR LEAVING        |  |

|  |                           |                           |  |
|--|---------------------------|---------------------------|--|
| COMPANY                                |                           | TITLE OF POSITION         |  |
| ADDRESS                                |                           | POSITION RESPONSIBILITIES |  |
| TYPE OF BUSINESS                       |                           |                           |  |
| EMPLOYED (Mo., Yr.)<br>FROM            | EMPLOYED (Mo., Yr.)<br>TO |                           |  |
| STARTING SALARY                        | ENDING SALARY             | MAJOR ACCOMPLISHMENTS     |  |
| IMMEDIATE (Name & Title)<br>SUPERVISOR |                           |                           |  |
| TELEPHONE NUMBER                       |                           | REASON FOR LEAVING        |  |

### PROFESSIONAL/CHARACTER REFERENCES

| NAME | RELATIONSHIP | TELEPHONE NUMBER | YEARS KNOWN |
|------|--------------|------------------|-------------|
|      |              | (     )          |             |
|      |              | (     )          |             |
|      |              | (     )          |             |

I understand and acknowledge that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, if hired, I agree to comply with the policies, rules, regulations and procedures of **C.A.R.E. – Property Services, Inc.** I understand that I do not have a contract of employment with **C.A.R.E. – Property Services, Inc.** that my employment will be at will and is not for a definite duration; and that my employment can be terminated with or without cause or notice, at any time, at the option of either **C.A.R.E. – Property Services, Inc.** or myself.

I give **C.A.R.E. – Property Services, Inc.** the right to investigate all employers and references listed above and to secure any additional job related information about me it deems necessary. I hereby release from liability **C.A.R.E. – Property Services, Inc.** and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER