

APPLICATION FOR EMPLOYMENT



BUILDING APPLIED FOR			DATE	
NAME	SOCIAL SECURITY NUMBER	BIRTHDATE	DRIVER'S LICENSE NUMBER	
ADDRESS	CITY	STATE	ZIP	PHONE
HOW LONG HAVE YOU LIVED AT YOUR CURRENT ADDRESS?	IF LESS THAN 6 MONTHS AT CURRENT ADDRESS, WHAT WAS YOUR PREVIOUS ADDRESS, AND HOW LONG DID YOU LIVE THERE?			
ARE YOU CURRENTLY () RENTING () BUYING	WHAT IS YOUR MONTHLY PAYMENT?	NUMBER AND AGES OF CHILDREN LIVING WITH YOU		
DO YOU PLAN TO WORK WITH A PARTNER? () YES () NO	PARTNER'S NAME	AGE & MAKE OF AUTO YOU OWN	IS YOUR AUTO INSURED? () YES () NO COMPANY	
COVERAGE				
BECAUSE ON-SITE MANAGEMENT REQUIRES THAT YOU BE AVAILABLE A CONSIDERABLE AMOUNT OF THE TIME TO SHOW AND RENT APARTMENTS, HOW DO YOU PROPOSE TO PROVIDE COVERAGE?				
MAINTENANCE				
DESCRIBE YOUR MAINTENANCE KNOWLEDGE AND SKILLS (IF ANY)				
WHAT TOOLS DO YOU OWN?				
HAVE YOU EVER PAINTED AND/OR CLEANED APARTMENTS?				
WOULD YOU WANT TO DO THIS AS PART OF YOUR EMPLOYMENT?				
FINANCIAL				
IN ADDITION TO THE INCOME YOU DERIVE FROM THIS JOB, DO YOU HAVE ANY OTHER MEANS OF SUPPORT? () YES () NO				
DESCRIBE:				
CREDIT REFERENCES				
CHECKING	BANK	BRANCH		
SAVINGS	BANK	BRANCH		
ADDITIONAL CREDIT REFERENCES				
1.	ADDRESS			
2.	ADDRESS			
3.	ADDRESS			

EMPLOYMENT

Beginning with your most recent job, complete for the last five years

DATE STARTED	DATE STOPPED	EMPLOYER NAME	PHONE	LOCATION	PAY	WHY DID YOU LEAVE?

EDUCATION

Please list your education background

NAME	LOCATION	YEAR GRADUATED	AREAS OF STUDY
GRADE SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE/ BUSINESS			

SPECIAL COMMENTS ABOUT YOUR EDUCATIONAL BACKGROUND:

REFERENCES

LIST 3 REFERENCES WHOM WE MAY CONTACT

1. PERSONAL - NON-RELATIVE WHO HAS VISITED YOUR RESIDENCE
2. BUSINESS - AN EMPLOYER FOR WHOM YOU HAVE RECENTLY WORKED
3. RELATIVE - NOT LIVING WITH YOU

NAME	ADDRESS	PHONE	YEARS KNOWN	TYPE OF BUSINESS IN
PERSONAL				
BUSINESS				
RELATIVE				

PERSONAL

HAVE YOU EVER BEEN CONVICTED OF A FELONY? () YES () NO IF YES, DESCRIBE:

HAVE YOU EVER BEEN CONVICTED FOR DRIVING UNDER THE INFLUENCE OF LIQUOR OR DRUGS? () YES () NO
WHAT STATE? WHEN?

WHAT QUALITIES DO YOU HAVE THAT WOULD ENABLE YOU TO BE A GOOD MANAGER?

ARE YOU ABLE TO BE BONDED? () YES () NO

WHO SHOULD BE CALLED IN CASE OF AN EMERGENCY? NAME PHONE

DO YOU HAVE ANY PHYSICAL LIMITATIONS THAT WOULD AFFECT YOUR ABILITY TO PERFORM A MANAGER'S DUTIES? () YES () NO

IF YES, DESCRIBE:

WHEN YOU LOOK AT AN APARTMENT BUILDING, WHAT THINGS DO YOU CONSIDER IN DECIDING WHETHER YOU WANT TO LIVE THERE?

WOULD YOU EVER CONSIDER WORKING AT A BUILDING THAT HAS PROBLEMS SUCH AS TENANTS THAT NEEDED TO BE EVICTED OR REPAIRS THAT HAD BEEN NEGLECTED? () YES () NO

HAVE YOU EVER WORKED FOR OUR COMPANY BEFORE? () YES () NO DATES WORKED:

AT WHAT LOCATION DID YOU WORK?

YOUR NAME AT THAT TIME:

YOUR POSITION WHEN YOU LEFT?

PERSONAL (continued):

DOES ANY MEMBER OF YOU IMMEDIATE FAMILY LIVING IN THE SAME HOUSEHOLD WORK FOR A DIRECT COMPETITOR OF OUR COMPANY: () YES () NO

IF YES, STATE WHAT COMPANY AND THEIR POSITION:

DO YOU HAVE ANY RELATIVES WHO WORK FOR OUR COMPANY? () YES () NO

IF YES, THEIR NAME(S): LOCATION: RELATIONSHIP:

DO YOU HAVE ANY FRIENDS WHO WORK FOR OUR COMPANY? () YES () NO

IF YES, THEIR NAME(S): LOCATION: THEIR JOB:

EXPERIENCE CHECKLIST

PAINTING	EXPERIENCE			ESTIMATE OF TIME TO REPAIR	MINOR REPAIRS	EXPERIENCE			ESTIMATE OF TIME TO REPAIR
	MUCH	SOME	NONE			MUCH	SOME	NONE	
PAINT INTERIOR WALLS					REPAIR LEAKY FAUCET				
PAINT INTERIOR TRIM					REPAIR 6" HOLE IN WALLBOARD				
PAINT SMOOTH CEILING					UNCLOG TOILET				
PAINT POPCORN CEILING					REMOVE/REPLACE DOOR LOCK				
REFINISH WOOD WINDOW SILL					REPLACE TOWEL BAR				
					CAULK BATHTUB/SHOWER				
					REMOVE/REPLACE PASSAGE DOOR				
					PLACE METAL STRIP OVER VINYL FLOOR SEAM				
					HANG A CURTAIN ROD				
					RELOCATE HINGE ON CUPBOARD DOOR				
CLEANING					REPLACE BROKEN LIGHT FIXTURE				
CLEAN STOVE/OVEN					INSTALL 3'x3' PIECE OF VINYL IN PLACE OF WORN OUT CARPET				
CLEAN TILE SHOWER					REPLACE INSIDES OF TOILET				
SCRUB AND WAX FLOORS					REPLACE GOOSENECK UNDER SINK				
WIPE IN/OUT KITCHEN CABINETS					REPLACE BROKEN OUTLET/LIGHT SWITCH				
CLEAN REFRIGERATOR					RESTRING VENETIAN BLIND				
WASH INTERIOR WINDOWS					RESTRING DRAPE ROD				
SHAMPOO CARPETS					WEATHERSTRIP A DOOR				

PRE-EMPLOYMENT DRUG TEST IS MANDATORY

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make assurances to the contrary.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of the person's need for an accommodation that would be required by the ADA.

I understand that I am an AT-WILL employee of Canyon Property Management, LLC which means that our employment relationship is for an indefinite period of time and that either Canyon or I can terminate that employment relationship with or without cause or advanced notice at any time.

It is understood that only the president of Canyon Property Management, LLC has the authority to modify the terms of this employment relationship and even then only in a written document that is signed by the president.

In the event of a legal issue between employee and Canyon Property Management, LLC both parties agree to resolve the issue through arbitration rather than through the courts.

Signature of Applicant _____ Date ____/____/____



AUTHORIZATION AND CONSENT FOR CONSUMER CREDIT INVESTIGATION

Notification to Applicant/Employee that a Consumer Credit Report may be obtained by Employer

In compliance with Public Law 91-508 (the Fair Credit Reporting Act), as amended by Public Law 104-208 (The consumer Credit Reporting Reform Act of 1996) and applicable state law, this notice is to inform you that a consumer credit report may be obtained in connection with your application for employment or current employment with the employer.

Signature of Applicant/Employee

_____/_____/_____
Social Security Number

Authorization for Employment to obtain a Consumer Credit Report

My signature below represents my voluntary authorization for the Employer, including its agents and representatives, to obtain a consumer credit report on me. I also acknowledge and certify that the Employer has provided me with prior written notification that a consumer credit report may be obtained on me, and that I have been given a copy of the written notification as well as a copy of this authorization.

Signature of Application/Employee

_____/_____/_____
Social Security Number

Print Name

Date