

Brookings

PROPERTY MANAGEMENT

Employment Application

Date _____

Name _____ Social Security # _____
First Middle Last

Current Address

Current Phone _____ cell home

E-Mail Address _____

Position Desired _____ When could you begin working? _____

Are you 18 years of age or older? _____ If not, are you 16 years or age or older? _____

Do you possess a valid driver's license? Yes [] No [] Which state? _____

Drivers license # _____ Are you legally authorized to be employed in the USA? Yes [] No []

Have you ever been convicted of a criminal offense? Yes [] No [] If yes, please explain

Education Information

Circle your present year in school: High School 3 4 College 1 2 3 4 Graduate 1 2 3

	School Name, City, and State	Course of Study/Major	Graduated	Degree Received
High School			Yes [] No []	
College			Yes [] No []	
Other			Yes [] No []	

Other qualifications that would help you with this job.

Employment History

List all work experience beginning with your **current or most recent position**.

Company Name _____ Employed from _____ to _____
Address(Street, Address City, State, Zip) _____
Name & Title of Immediate Supervisor _____ Telephone _____
Your Title _____ Reason for leaving _____
Description of Responsibilities _____

Company Name _____ Employed from _____ to _____
Address(Street, Address City, State, Zip) _____
Name & Title of Immediate Supervisor _____ Telephone _____
Your Title _____ Reason for leaving _____
Description of Responsibilities _____

Company Name _____ Employed from _____ to _____
Address(Street, Address City, State, Zip) _____
Name & Title of Immediate Supervisor _____ Telephone _____
Your Title _____ Reason for leaving _____
Description of Responsibilities _____

May we contact the employers listed above? If not, indicate the one(s) you do not wish us to contact.

Personal References

List three individuals able to give character references. You should include former employers or school administrators, but not your relatives. A reference form has been included with this application to make copies of. They may be returned separately by the individuals filling them out, but must be received by the Brookings Property Management, Inc. in order to process this application.

Name _____ Work Phone _____ Home Phone _____

Address (Street, City, State, Zip) _____

Occupation _____ Relationship to Applicant _____

Name _____ Work Phone _____ Home Phone _____

Address (Street, City, State, Zip) _____

Occupation _____ Relationship to Applicant _____

Name _____ Work Phone _____ Home Phone _____

Address (Street, City, State, Zip) _____

Occupation _____ Relationship to Applicant _____

IMPORTANT - PLEASE NOTE

- If you are offered a position at Brookings Property Management, Inc., we will need your signature authorizing a criminal background check.

Statement of Purpose

I certify that my application and all attachments are true and complete to the best of my knowledge. I understand that any incorrect, incomplete, or false statements or information furnished by me may, at the discretion of Brookings Property Management, Inc., disqualify me from employment, or cause my dismissal. I hereby authorize Brookings Property Management, Inc., to make a thorough investigation of my past employment and activities. I release from liability Brookings Property Management, Inc., former employers, or any persons supplying such information. The language in this application is not intended to create, nor is it to be misconstrued to constitute, a contract of employment.

Signature: _____ Date: _____

YOU ARE WELCOME TO ATTACH A RESUME OR OTHER INFORMATION IF YOU FEEL IT WILL GIVE US FURTHER INSIGHT INTO YOUR QUALIFICATIONS.