

## APPLICATION FOR EMPLOYMENT

Today's Date: \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Initial

Social Security No. \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Current Address \_\_\_\_\_

Prior Address \_\_\_\_\_

### APPLICANT INSTRUCTIONS

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

If you are disabled or handicapped and need help in completing any part of this application process, please let us know what help you need. If you are disabled or handicapped and need help in performing any of the essential functions of the job, for which you are applying, please let us know what help you need in performing the job functions.

As an employer, we appreciate your taking time to fill out this application. It is important that all questions be answered completely and accurately, or this application will not be processed. If more space is needed to complete any question, use comment section on the back. **We are an EQUAL OPPORTUNITY EMPLOYER**, and we comply with applicable federal, state and local laws that prohibit discrimination against qualified applicants and employees.

### AVAILABILITY

Yes  No Are you at least age 18?

Yes  No Is your availability for work limited? If yes, please indicate which hours and days of the week you are unavailable: \_\_\_\_\_

Yes  No Are you willing to work flexible hours, which could include weekends and / or overtime?

Yes  No Do you plan to engage in other work while in our employ? If yes, please describe the work, as well as the hours and days of the week involved \_\_\_\_\_

Yes  No Are you willing to travel?

Yes  No Are you willing to relocate? If yes, what geographical preference \_\_\_\_\_  
\_\_\_\_\_

Yes  No Have you been in the United States military service? If yes, please list the following: Dates of Service: \_\_\_\_\_ Nature of duty or training: \_\_\_\_\_

Highest Rank Held: \_\_\_\_\_ Rank at time of discharge: \_\_\_\_\_.

**SECURITY**

Yes  No Have you used any names or Social Security Numbers other than those on this page? If so, please list: \_\_\_\_\_

Yes  No Do you have relatives in our line of business? If yes, please list them and their employers: \_\_\_\_\_

Yes  No Do you smoke cigarettes, cigars, or pipes?

**CRIMINAL HISTORY IN CONSIDERATION FOR EMPLOYMENT**

Criminal convictions do not de facto bar consideration for employment.

Monarch Properties, Inc. will not make inquiries regarding applicant’s history of arrest or conviction on this application or in interviews, but may take into consideration an applicant’s conviction (if any) after review of this application and upon discussion of employment with applicant. An offer, and acceptance of such offer, of employment will entail a background check including for criminal history.

**EDUCATION**

Please circle highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+

	Name & Location of School	Year completed	Did you Graduate?	Degree(s) Received or Subject(s) Studied
Grade School				
High School				
College				
Trade, Business, or Vocational School				

Yes  No Do you have any professional or vocational licenses (real estate, plumbing, electrician, air conditioning, etc.) or certifications (such as CAM, CAMT, CAPS, PLP or CPM)? Please list: \_\_\_\_\_

Yes  No Have you ever had a license or certification revoked, suspended, or curtailed? Please explain: \_\_\_\_\_

**JOB RELATED SKILLS**

NOTE: Do not fill out any part of this section you believe to be non-job related.

List languages in which you are fluent \_\_\_\_\_

Yes  No If the job required, do you have the appropriate valid drivers license? Driver’s license # \_\_\_\_\_ State of Issue \_\_\_\_\_

Yes  No Have you had any moving violations? Describe \_\_\_\_\_

Yes  No Has your driver’s license been revoked or suspended during the past 5 years? Explain \_\_\_\_\_

Yes  No Do you have any restrictions listed on your driver's license? List \_\_\_\_\_

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Please state any other information about you personal qualities, work skills, or other abilities, which would assist us in considering you (including strengths, weaknesses, goals etc.) \_\_\_\_\_

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**EMPLOYMENT REFERENCES**

PLEASE NOTE: Your application will not be considered unless every question in this section is answered. We routinely contact an applicant's current and previous employers for reference checks so the correct telephone numbers of past employers are critical. Ask for a phone book or call information if you need.

**Most Recent Employer**       Yes  No Are you currently working for this employer?

Yes  No If yes, may we contact?

Company:	City & State:	Phone Number:
Dates Employed:	Job Title:	Supervisor Name:
Salary per Hour:	Week:	Month: Other:
Duties:		
Reason for Leaving:		
Duties:		

**Second Most Recent Employer**

Company:	City & State:	Phone Number:
Dates Employed:	Job Title:	Supervisor Name:
Salary per Hour:	Week:	Month: Other:
Duties:		
Reason for Leaving:		
Duties:		

**Third Most Recent Employer**

Company:	City & State:	Phone Number:
Dates Employed:	Job Title:	Supervisor Name:
Salary per Hour:	Week:	Month: Other:
Duties:		
Reason for Leaving:		

Duties:

**Fourth Most Recent Employer**

Company:	City & State:	Phone Number:	
Dates Employed:	Job Title:	Supervisor Name:	
Salary per Hour:	Week:	Month:	Other:
Duties:			
Reason for Leaving:			
Duties:			

Please explain all periods of unemployment between the above jobs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been terminated from employment or asked to resign by any employer? If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

Include only individuals familiar with your work ability. Do not include relatives.

Name	Address / Phone	Years known / Relationship

**Comments:** Please use this space to list any comments or to complete any answer where there may not have been sufficient room.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION and CERTIFICATION  
BY EMPLOYMENT APPLICANT**

As the applicant named below, I authorize Monarch Properties, Inc. and /or its agents to:

1. Obtain verification of any information provided by me in this employment application and in any supplemental questionnaire, exhibit, resume, or biographical sheet by applicant;
2. Obtain information regarding my work habits and skills from my past and present employers, as well as listed or developed references or institutions;

3. Obtain information from law enforcement and other governmental agencies, military authorities, and private companies concerning my conduct, including traffic and criminal violations;
4. Obtain information from educational institutions concerning my educational record, conduct, and skills;
5. And obtain information concerning my credit history from credit reporting agencies, financial institutions, and other sources.

I further authorize all institutions, agencies, companies or persons referred to above, to give Monarch Properties, Inc. and/or its agents all information requested. Under the federal fair credit-reporting act, I understand that I am entitled to know if employment is denied because of information obtained by Monarch Properties, Inc. from a consumer-reporting agency. I understand that I will be so advised and given the name of the reporting agency for more information. I release Monarch Properties, Inc. and all other parties from any claims, liabilities, and damages resulting from obtaining or furnishing information.

I understand this application form is intended for use in evaluating my qualifications for employment. This is not an employment contract. I certify that all information given on this application is true, correct, and complete. I have accounted for all of my work experience, training and other information requested on this application. I have not withheld any fact or circumstance, which is covered in this application. False or misleading statements during the interview and on this form are grounds for termination the application process or, if discovered after employment, terminating employment. I understand that I may be asked to take job-related written and skill tests (if applicable) for the position for which I am applying. I understand that if I receive a conditional offer of employment:

1. I will be asked to submit to testing for the presence of illegal drugs/alcohol in my body by a firm that is chosen and paid for by employer.
2. I will be required to complete a medical history form. I understand that the medical history form is for Worker's Compensation history only, and will not be used to withdraw an offer of employment.
3. I will be required to sign a release, authorizing the employer to obtain my police record.
4. I will be required to attend and pass a Fair Housing Class within ninety (90) days of employment.

A copy of this authorization and release shall be as valid as the original.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### JOB REQUIREMENTS LISTING

Below are the job requirements for an Office Manager, Office Clerk, Head of Maintenance and Maintenance Position. Please circle any of the duties you are **UNABLE** to perform for the POSITION in which you are applying.

Description of Requirement	Office Manager	Clerk	Head Maintenance	Maintenance
Count money, post to collections ledger	X	X		
Able to use copy machine, computer, typewriter, and other office equipment	X	X	X	

Able to read documents, memos, forms, etc.	X	X	X	
Maintain office filing system	X	X	X	
Production and mailing of letters, forms & legal documents	X	X	X	
Inventory assessment / purchasing	X	X	X	
Write work orders / post to log	X	X	X	
Demonstrate verbal & written communication skills with residents, contractors, and employees	X	X	X	X
Ability to communicate over telephone lines with supervisor, residents, and employees	X	X	X	X
Be capable of traveling by automobile / truck	X		X	X
Be capable of traveling by air	X		X	
Travel off-site in order to attend court, banking, purchasing company workshops, home visit screening	X		X	X
Inspect and assess condition of all physical improvements on site (roofs, units, common areas, facilities, etc.)	X	X	X	X
Inspect & make judgements on move-out damage assessments	X	X	X	
Inspect & make judgements on quality of workmanship of employees	X	X	X	
Identify physical deficiencies on the property including lighting, damages, and needed repairs	X	X	X	X
Lift 80 lbs.; Push 100 lbs.; Approximately 32"x32"			X	X
Lift 40 lbs. of equipment (5 gal can of paint; copy machine)	X	X	X	X
Move & install heavy appliances, fixtures, and building materials with help of one other person (stoves, Refrig, water heater, plywood, drywall, etc)			X	X
Clean office; pick up trash	X	X	X	X

### JOB REQUIREMENTS LISTING

*Continued from page 6*

Below are the job requirements for an Office Manager, Office Clerk, Head of Maintenance and Maintenance Position. Please circle any of the duties you are **UNABLE** to perform for the POSITION in which you are applying.

Description of Requirement	Office Manager	Clerk	Head Maintenance	Maintenance
Climb stairs	X	X	X	X
Perform painting or repairs while standing on a ladder			X	X

Complete use of all hand tool, equipment and machinery in the shop			X	X
Perform electrical & plumbing connections under sinks and in tight places			X	X
Change an A/C motor, water pump, remove & clean evaporative cooler spiders. Change the straw filters			X	X
Refinish wood cabinets in kitchen or bathrooms			X	X
Install tub fixtures, kitchen & bathroom sinks, counter tops			X	X
Carry and hang drapes			X	X
Change door and window locks			X	X
Carry hand tools repair parts, buckets, mop, broom			X	X
Scrub floor, clean appliances, paint walls			X	X
Light gas appliance pilots	X		X	X
Locate and turn on/off gas and water valves	X	X	X	X
Locate and turn on/off electrical switches	X	X	X	X
Remove, repair and install doors			X	X

**Certification:**

I certify that I have reviewed the job requirements listing for the position I am applying for and have circled those duties that I am unable to perform. Of the job requirements that I have circled, I can perform the following job requirements with reasonable accommodation.

Job Requirements:

Accommodations needed to perform job requirements

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

<p><b>FOR OFFICE USE ONLY</b></p> <p>Supervisor Approval: _____</p> <p>Effective Date: _____</p> <p>Pay Rate: _____</p>
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**CRIMINAL BACKGROUND CHECK  
USE RENTAL CHEX OF AMERICAN PDF FORM**