



Application for Employment

(Please Print)

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Date: _____

I. Personal Information

Name: Last First Middle

Present Address

Permanent Address (if different than above)

Social Security Number Telephone Number

Email Address Date of Birth

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Position Applied For: _____

1. Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:

2. Do you have any relatives who are presently (or have formerly been) employed by Royse & Brinkmeyer Apts?

3. How were you referred to Royse & Brinkmeyer Apts? _____

4. Is there any reason why you wouldn't qualify for bonding? ___ Yes ___ No If yes, please explain:

II. Education History

School Name/Location	Years Completed	Degree/Diploma
Elem/Jr. High _____		
High School _____		
College _____		
Tech. Training _____		
Other _____		

III. Employment Record

Please include all employment for the last five years.

1. _____

Company Name (Current or Most Recent Employer)	Position Held
_____	Dates Employed: _____
Address	From _____ To _____
_____	_____
Manager / Supervisor	Telephone _____ Wage/Salary _____
_____	_____
Reason For Leaving	_____

2. _____

Company Name	Position Held
_____	Dates Employed: _____
Address	From _____ To _____
_____	_____
Manager / Supervisor	Telephone _____ Wage/Salary _____
_____	_____
Reason For Leaving	_____

3. _____

Company Name	Position Held
_____	Dates Employed: _____
Address	From _____ To _____
_____	_____
Manager / Supervisor	Telephone _____ Wage/Salary _____
_____	_____
Reason For Leaving	_____

NOTE: Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

(Employer's Name)	Reason
(Employer's Name)	Reason

IV. References Please do not include relatives or former employers.

1. _____ Name	_____ Years Known
Address	Telephone
Occupation	
2. _____ Name	_____ Years Known
Address	Telephone
Occupation	
3. _____ Name	_____ Years Known
Address	Telephone
Occupation	

V. Work Availability

1. If your application receives favorable consideration, when will you be available to begin work?

2. Do you have any objection to working overtime? () Yes () No
3. Can you work overtime without prior notice? () Yes () No
4. Can you work on Saturday? () Yes () No
5. Can you work on Sunday? () Yes () No
6. Do you have a valid Drivers License? () Yes () No
 If so please list DL # _____
7. Do you have a vehicle available to you during working hours? () Yes () No
8. Can you provide proof of Insurance for the vehicle? () Yes () No

VI. Salary / Hourly Rate Requirements

\$ _____ per _____

Background Research Release

Authorization and General Release

The undersigned [Name of Applicant] in connection with this application, authorizes all corporations, companies, credit agencies, educational institutions, persons, law enforcement agencies, military services and former employers to release information they may have about me to Royse & Brinkmeyer Apts or its agents and releases them from any liability or responsibility from doing so. Further, I authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background, character and personal reputation. I understand that this notice will also apply to any future update reports that may be requested.

Applicant's Signature

Witness

Date