



Application for Employment

Date: _____ Social Security Number: _____

Name: _____
First MI Last

Present Address: _____
Street Address City State Zip

Telephone: _____
Home Cell

I am applying for a: Full-time Position Part-time Position Summer/Temporary Position

Position applying for: _____

Hours Available: from _____ to _____ What date are you available to start work? _____

EDUCATION:

Name and Address of School	Degree/Diploma
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Skills and Qualifications: Licenses, Skills, Training, Awards

PROFESSIONAL: List professional, trade, business or civic activities and offices

EMPLOYMENT HISTORY:

Employer: _____ **Address:** _____

Supervisor: _____ **Phone:** _____

Position Title: _____ **Dates of employment from** _____ **to** _____

Responsibilities: _____

Salary: _____ **Reason for Leaving:** _____

Employer: _____ **Address:** _____

Supervisor: _____ **Phone:** _____

Position Title: _____ **Dates of employment from** _____ **to** _____

Responsibilities: _____

Salary: _____ **Reason for Leaving:** _____

Employer: _____ **Address:** _____

Supervisor: _____ **Phone:** _____

Position Title: _____ **Dates of employment from** _____ **to** _____

Responsibilities: _____

Salary: _____ **Reason for Leaving:** _____

Employer: _____ **Address:** _____

Supervisor: _____ **Phone:** _____

Position Title: _____ **Dates of employment from** _____ **to** _____

Responsibilities: _____

Salary: _____ **Reason for Leaving:** _____

May We Contact Your Present Employer? Yes _____ No _____

Please list any skills or training pertinent to the position you are applying for:

Please list any machines/tools you have operated: _____

Please list any software you have experience or training with: _____

PERSONAL REFERECES:

Name/Title

Address

Phone

MILITARY SERVICE RECORD:

Have you served in the armed forces: Yes _____ No _____ If yes, which branch? _____

Dates of duty: from _____ to _____ Rank at discharge: _____

HOW DID YOU LEARN ABOUT MILLS PROPERTY MANAGEMENT INC.?

Job Service _____ Website _____ Advertisement _____ Friend or Relative _____ Other _____

Can your transportation get you to work dependably and on time? _____

Some of our employees have to drive during work (Ex: show apartments, maintenance, etc...)

Do you have a valid driver's license: Yes _____ No _____

If yes, please complete this section _____
Drivers License # State of Issue Expiration Date

Has your license ever been revoked? Yes _____ No _____

Are you at least 18 years of age or older? Yes _____ No _____

If you are under age 18 please list your birth date: _____

Are you eligible to work in the United States? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____
(Convictions do not disqualify applicants from employment. Seriousness of crime and date of conviction are considered)

If yes, please explain:

If you are selected for an interview, please describe any accommodation you may need?

I certify that I have read and understand the questions on this application, and that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary in arriving at employment decisions. I understand that false or misleading information given in my application or in an interview(s) may result in disqualification and/or termination.

If I receive an offer of employment, I understand that acceptance does not create a contractual obligation and that any employment relationship with Mills Property Management Inc. may discharge me at any time with or without cause. I understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledge in writing by an authorized executive of Mills Property Management Inc.

I understand that Mills Property Management Inc. reserves the right to implement pre-placement physicals and/or pre-placement or employee drug tests. I agree to take a physical and/or a drug test if requested after I receive an offer of employment. I also understand that if employed, I am required to abide by all rules and regulations of Mills Property Management Inc. and will authorize a personal background check.

Signature of Applicant: _____ Date: _____

Office use only

Date application was received: _____ Called for an interview: _____

Date of interview: _____ Date of Hire: _____

Notes: