



COMMERCIAL PROPERTY MANAGEMENT INC.

Commercial Property Management, Inc. is an Equal Opportunity Employer. It is necessary that ALL information on this application be completed thoroughly. Incomplete applications will not be processed and applicants will not be considered for employment without a completed application.

Please Print

Date: _____

Position Applying for: _____ Salary Expectations: _____

Location: _____

Name: _____

Social Security: _____

Address: _____

City: _____

State _____ Zip _____

Phone Number: _____

Message/Cell Number: _____

Email Address: _____

EDUCATION

Highest Level of Education Completed: 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20+

Elementary School: _____

High School: _____

College/Trade/Graduate School(s): _____

Degrees Earned or Certificates of Completion: _____

Please describe your computer skills: _____

Specialized Training/Classes/Awards/Accomplishments: _____

EMPLOYMENT HISTORY

Please list all of your previous employers within the last 10 years.

1. Employer: _____ Job Title: _____
Address: _____ Phone Number: _____
Dates Employed: from _____ to _____ Starting Wage: \$ _____ Ending Wage: \$ _____
Supervisor: _____ Reason for Leaving: _____

2. Employer: _____ Job Title: _____
Address: _____ Phone Number: _____
Dates Employed: from _____ to _____ Starting Wage: \$ _____ Ending Wage: \$ _____
Supervisor: _____ Reason for Leaving: _____

3. Employer: _____ Job Title: _____
Address: _____ Phone Number: _____
Dates Employed: from _____ to _____ Starting Wage: \$ _____ Ending Wage: \$ _____
Supervisor: _____ Reason for Leaving: _____

4. Employer: _____ Job Title: _____
Address: _____ Phone Number: _____
Dates Employed: from _____ to _____ Starting Wage: \$ _____ Ending Wage: \$ _____
Supervisor: _____ Reason for Leaving: _____

EMPLOYMENT HISTORY (Continued)

5. Employer: _____ Job Title: _____
Address: _____ Phone Number: _____
Dates Employed: from _____ to _____ Starting Wage: \$ _____ Ending Wage: \$ _____
Supervisor: _____ Reason for Leaving: _____

6. Employer: _____ Job Title: _____
Address: _____ Phone Number: _____
Dates Employed: from _____ to _____ Starting Wage: \$ _____ Ending Wage: \$ _____
Supervisor: _____ Reason for Leaving: _____

7. Employer: _____ Job Title: _____
Address: _____ Phone Number: _____
Dates Employed: from _____ to _____ Starting Wage: \$ _____ Ending Wage: \$ _____
Supervisor: _____ Reason for Leaving: _____

8. Employer: _____ Job Title: _____
Address: _____ Phone Number: _____
Dates Employed: from _____ to _____ Starting Wage: \$ _____ Ending Wage: \$ _____
Supervisor: _____ Reason for Leaving: _____

Please circle 'Yes' or 'No' for each of the questions below:

- | | | |
|--|-----|----|
| 1. Do you speak, read or write any languages other than English?
If applicable please list: _____
_____ | Yes | No |
| 2. Have you ever served in the Military?
Type of Discharge: _____ | Yes | No |
| 3. Do you have proof of eligibility to work in the U.S.? | Yes | No |
| 4. Have you ever applied with us before?
If so, when? _____ | Yes | No |
| 5. Have you ever been employed with us?
If so, when? _____ | Yes | No |
| 6. Have you ever been laid off, or asked to resign from a job?
If so, please explain in detail: _____

_____ | Yes | No |
| 7. May we contact your present employer? | Yes | No |
| 8. Have you ever been convicted of a felony?
If yes, Please explain _____

_____ | Yes | No |
| 9. Do you have a driver's license? | Yes | No |
| 10. Do you have any moving violations within the last 5 years? | Yes | No |
| 11. Do you have reliable transportation to and from work? | Yes | No |
| 12. If required, do you have an auto available for work use? | Yes | No |
| 13. Are you currently under contract with a temp. agency or other company?
If so, please explain: _____
_____ | Yes | No |
| 14. Are you currently in lay-off status, subject to recall? | Yes | No |
| 15. Did you, or do you currently play sports? | Yes | No |
| 16. Have you missed any work within the last year?
How many days? 1 2 3 4 5 6 7 8+
Please explain: _____
_____ | Yes | No |

17. Are you available to relocate? Yes No
18. If offered a position are you willing to take a pre-employment drug screen as a condition of employment? Yes No

Personal References other than previous employers and relatives:

1. Name: _____ Address _____ Relationship: _____	Years Known: _____ Phone Number: _____
2. Name: _____ Address _____ Relationship: _____	Years Known: _____ Phone Number: _____
3. Name: _____ Address _____ Relationship: _____	Years Known: _____ Phone Number: _____

Please read and understand before signing:

I certify that the answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application.

This application shall be active for a maximum of 30 days.

Commercial Property Management, Inc. is an At-Will Employer. As such, the employer and the employee may terminate employment at anytime, for any reason, with or without notice.

Commercial Property Management, Inc. does not issue employment contracts of any kind. Neither this document, nor any offer of employment constitutes an employment contract unless a specific document is signed by the President stating the contrary.

If offered employment, I accept the principle that the welfare of the organization depends upon the conduct and honesty of it's employees and the trust and confidence of our customers and the public in general. Commercial Property Management, Inc. expects honesty, security and confidentiality.

Printed Name

Date

Signature

Date