



An Equal Opportunity Employer
Application for Employment

Employees of Guardian Property Service LLC and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.

1. Position applied for (One per application)
2. Date of Birth:
3. Social Security No. (Note: Completion of number three is optional. Failure to submit social security number on this form will not prohibit employment consideration. Social security number may be required on other forms prior to employment.)
4. Full legal name Last First Middle
5. Home Phone: ()
6. Address Street City State Zip
7. Business Phone: ()
8. Email Address:
9. Driver's License #:

10. EDUCATION

a. Check highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 Year Completed
b. If you did not complete high school, do you have a high school equivalency diploma? Yes No Date Received
c. Check number of years of post high school education: 1 2 3 4 5 6 7

Table with 6 columns: Name and Location of Institution, Hrs, Degree Received, Major or Specialty, Minor, Dates Attended. Rows 1, 2, 3.

d. If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date:

11. EXPERIENCE - Starting with the most recent, describe ALL paid, military and applicable voluntary experience. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate items.

May we contact your present supervisor? Yes No

a. Job Title, Employer, Address, Phone, Type of business, Immediate supervisor, Salary (start/finish), Full-time/Part-time, Duties, Equipment used, Reason for leaving, Dates (mo/yr), Hours/week

b. Job Title, Employer, Address, Phone, Type of business, Duties, Equipment used

33586 Vintage Lane, Frankford, DE 19945
302-616-4054 service@guardiande.com

Immediate supervisor _____
Salary (start) _____ (finish) _____
 Full-time Part-time

Reason for leaving _____
Dates (mo/yr) _____ to (mo/yr) _____
Hours/week _____

c. Job Title _____
Employer _____
Address _____
Phone _____
Type of business _____
Immediate supervisor _____
Salary (start) _____ (finish) _____
 Full-time Part-time

Duties: _____
Equipment used _____
Reason for leaving _____
Dates (mo/yr) _____ to (mo/yr) _____
Hours/week _____

d. Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, and special achievements or specialized skills: _____

12. REFERENCES – List names, addresses and relationships of three persons not related to you who know your qualifications:

Name _____	Address _____	Phone () _____	Relationship _____
Name _____	Address _____	Phone () _____	Relationship _____
Name _____	Address _____	Phone () _____	Relationship _____

13. MISCELLANEOUS

a. Check which job status you would accept: Full-time Part-time (specify) _____
b. For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No

Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

g. Are you willing to provide your own transportation if necessary for your employment? Yes No

j. Have you ever been convicted for any violation(s) of law, including moving traffic violations. Yes No

If YES, please provide the following:

Description of offense: _____

Statute or ordinance (if known): _____ Date of Charge: _____ Date of Conviction: _____

County _____ City _____ State of Conviction _____

(For additional convictions use plain paper. Include all information listed above.)

14. When will you be available to start work? (No date is necessary if you are available as soon as you give two (2) weeks notice.)
Month _____ Day _____ Year _____

15. CERTIFICATION

I hereby certify that all entries on both sheets and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of Guardian Property Services. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent to references and former employers and educational institutions listed being contacted regarding this application. I further authorize Guardian Property Services to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

Date _____

Applicant Signature _____