



# HERRON PROPERTY MANAGEMENT

## APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

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

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Complete Address including city, state, and zip code

Personal E-mail Address

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the U.S?  Yes  No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)  Yes  No

Have you ever been terminated from employment or asked to resign by an employer?  
 Yes  No

**If yes**, please provide company names and details

Can you work any shift?  Yes  No

Can you work overtime, including weekends?  Yes  No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  Yes  No

**EMPLOYMENT DESIRED**

Name of property applying at \_\_\_\_\_

Date you are available to start \_\_\_\_\_

Hourly Rate/Salary desired \_\_\_\_\_

Position desired:

\_\_\_\_\_

Are you currently employed? \_\_\_\_\_

If so may we inquire of your present employer? \_\_\_\_\_

**REFERRAL SOURCE**

How did you hear about us? Walk In\_\_\_ Advertisement\_\_\_ Referral\_\_\_ Other\_\_\_

Have you ever worked for Herron Property Management before?

\_\_\_Yes \_\_\_No If yes, when \_\_\_\_\_

Do you know anyone who works for our company? \_\_\_Yes \_\_\_No

If yes, who? \_\_\_\_\_

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<b>EDUCATION</b>	<b>Name &amp; location of school</b>	<b>Number of years attended</b>	<b>Degree Received</b>	<b>Subjects studied/Major</b>
High School				
College or University				
Trade, Business or Correspondence School				

## EMPLOYMENT HISTORY

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

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From	To	Employer Name	Telephone
			( )

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Job Title	Address
Immediate supervisor and title	Summarize the nature of work performed and job responsibilities

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Reason for leaving			
From	To	Employer	Telephone
			( )

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Job Title	Address
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Reason for leaving

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From	To	Employer Name	Telephone ( )
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Job Title	Address
Immediate supervisor and title	Summarize the nature of work performed and job responsibilities

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Reason for leaving

Do you have any additional special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, please explain.

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### PROFESSIONAL REFERENCES

Provide the names of three persons not related to you, whom you have known professionally at least three (3) years.

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Name	Address, Phone, Email	Company	Years Acquainted
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**Please read carefully before signing**

Herron Property Management is an equal opportunity employer. Herron Property Management does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this Application for Employment nor any other part of my consideration for employment establishes any obligation for Herron Property Management to hire me. If I am hired, I understand that either Herron Property Management or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Herron Property Management has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Herron Property Management true and complete information on this application. No requested information has been concealed. I authorize Herron Property Management to contact my references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Printed Signature \_\_\_\_\_

**THIS APPLICATION IS VALID ONLY FOR 180 DAYS FROM THE DATE SIGNED/DATED ABOVE.**