



# Application For Employment

## NOTICE TO APPLICANTS AND EMPLOYEES

Screening tests for alcohol and illegal drug use are required before hiring and during your employment.



**Kier Property Management and Real Estate, LLC**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, veteran or current military status, or any other legally protected class.

**Each section and question must be fully and accurately answered. No action will be taken on an incomplete application.**

Position Applied For	Date of Application
----------------------	---------------------

How Did You Learn About Us?

Advertisement       Friend       Walk-In       Website  
 Employment Agency       Relative       Other

Last Name	First Name	Middle Name (Initial)
Address	<i>Number</i>	<i>Street</i>
	<i>City</i>	<i>State</i>
Zip Code		
Telephone Number(s)		

- If you are under 18 years of age, can you provide required proof of your eligibility to work?       Yes  No
- Have you ever filed an application with us before?       Yes  No      If Yes, give date \_\_\_\_\_
- Have you ever been employed with us before?       Yes  No      If Yes, give date \_\_\_\_\_
- Are you currently employed?       Yes  No
- May we contact your present employer?       Yes  No
- Are you lawfully authorized to work in the United States?       Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*
- On what date would you be available for work? \_\_\_\_\_ Desired salary range: \_\_\_\_\_
- Are you available to work:       Full Time       Part Time       Shift Work       Temporary
- Are you currently on "lay-off" status and subject to recall?       Yes  No
- Can you travel if a job requires it?       Yes  No
- Do you have a valid drivers license?       Yes  No
- Are you bondable?       Yes  No
- Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?       Yes  No  
*Conviction will not necessarily disqualify an applicant from employment.*
- If Yes, please explain \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**



# Employment Experience

Start with your present or last job. You may exclude organizations which indicate race, color, religion, gender, national origin, veteran status, disabilities or other protected status.

1	Employer	<b>Dates</b>	<b>Employed</b>	<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
	Address			
	Telephone Number(s)	<b>Salary</b>		
		<b>Starting</b>	<b>Final</b>	
Job Title	Supervisor			
Reason for Leaving				
2	Employer	<b>Dates</b>	<b>Employed</b>	<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
	Address			
	Telephone Number(s)	<b>Salary</b>		
		<b>Starting</b>	<b>Final</b>	
Job Title	Supervisor			
Reason for Leaving				
3	Employer	<b>Dates</b>	<b>Employed</b>	<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
	Address			
	Telephone Number(s)	<b>Salary</b>		
		<b>Starting</b>	<b>Final</b>	
Job Title	Supervisor			
Reason for Leaving				
4	Employer	<b>Dates</b>	<b>Employed</b>	<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
	Address			
	Telephone Number(s)	<b>Salary</b>		
		<b>Starting</b>	<b>Final</b>	
Job Title	Supervisor			
Reason for Leaving				
5	Employer	<b>Dates</b>	<b>Employed</b>	<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
	Address			
	Telephone Number(s)	<b>Salary</b>		
		<b>Starting</b>	<b>Final</b>	
Job Title	Supervisor			
Reason for Leaving				

## References

1. Name: _____	Phone No.: _____	Relationship: _____
Address: _____		
2. Name: _____	Phone No.: _____	Relationship: _____
Address: _____		
3. Name: _____	Phone No.: _____	Relationship: _____
Address: _____		
4. Name: _____	Phone No.: _____	Relationship: _____
Address: _____		

## Applicant's Statement

**JOB DESCRIPTION:** The *Job Description* is to communicate the responsibilities and duties associated with the position for which I am applying. The *Job Description* does not constitute an employment contract between Kier Property management and any employee. I affirm that I have received and have read a copy, had opportunity to ask questions, understand, and am able to perform the responsibilities and duties of the job for which I am applying.

**Applicant's Signature:** \_\_\_\_\_

Do not answer this question unless you have been informed about the requirements of the job for which you are applying. Are you capable of performing, with or without a reasonable accommodation, the essential functions of the job or occupation for which you have applied? YES  NO

I hereby affirm that the information given herein is true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application and/or attached resume for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application/resume or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I hereby agree to submit to any lawful drug and alcohol testing required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment will result in termination.

I hereby authorize any and all listed references, former schools, employers, and their agents and employees to answer all questions or release any information regarding my employment or educational experiences with them. I hereby release them from any liability and hold them harmless.

(In order to permit a check of your work and education records, should we be made aware of any change of name or any assumed name you have previously used: YES  NO  If yes, list names: \_\_\_\_\_)

I further authorize the Company to release to any person, firm, entity or organization with whom I may seek employment, any truthful information concerning my work experience with the Company. I hereby release and hold the Company harmless from any claim for releasing any truthful information within its knowledge and/or records.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_