



EMPLOYMENT APPLICATION

Property/Location: _____

Please complete all requested information. This application is good for 90 days only. Consideration for employment after 90 days requires a new application.

Position(s) Applied For: _____	Date: _____ / _____ / _____
How did you learn about us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend
<input type="checkbox"/> Website	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Other (specify) _____	

Applicant Name: _____	Phone: (____) ____ - _____
Address: _____	
City: _____	State/Zip: _____ / _____
Message Phone: (____) ____ - _____	Email: _____

GENERAL INFORMATION

Type of employment desired: Full-Time Part-Time Temporary Seasonal

Shift Preference: First (Day) Second (Evening) Third (Graveyard)

Available for: Weekends Holidays Rotating Shifts On-Call

On what date would you be available to work? _____ / _____ / _____

Do you need an accommodation to participate in the application or interview process? Yes No

Are you over 18 years of age? Yes No If no, please list your age: _____

Do you have any relatives employed by TPMC? Yes No If yes, name of relative: _____

Have you ever worked for TPMC before? Yes No If yes, when and where? _____

Are you legally eligible for employment in the United States? Yes No

If hired, do you have a reliable means of transportation to work? Yes No

Do you have a valid driver's license? Yes No

If yes, provide the following: State: _____ License # _____ Expiration Date: _____ / _____ / _____

Have you ever been convicted of a felony? Yes, in _____ (year) No

If yes*, please explain: _____

Have you been convicted of any other crime in the past 10 years, excluding a minor traffic offense? Yes No

If yes*, please explain: _____

*A "yes" answer will not automatically disqualify you from employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.



EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete Address)	CHECK LAST GRADE/YEAR COMPLETED	MAJOR & DEGREE
High School			<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
College			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
College			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
College			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
Business or Trade School			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
Business or Trade School			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	

EMPLOYMENT HISTORY

Please fill this section out completely. Begin with your most recent employment and include all positions you have held in the last 10 years.

Company Name: _____ **Address:** _____

Job Description (duties, skills, equipment used): _____

Dates of employment Start: ___ / ___ / ___ End: ___ / ___ / ___ Starting Pay: \$ _____ Ending Pay: \$ _____

Reason for leaving: _____

Person to Contact: _____ Phone Number: () - Cell: () -

Company Name: _____ **Address:** _____

Job Description (duties, skills, equipment used): _____

Dates of employment Start: ___ / ___ / ___ End: ___ / ___ / ___ Starting Pay: \$ _____ Ending Pay: \$ _____

Reason for leaving: _____

Person to Contact: _____ Phone Number: () - Cell: () -



Company Name: _____ **Address:** _____

Job Description (duties, skills, equipment used): _____

Dates of employment Start: ___ / ___ / ___ End: ___ / ___ / ___ Starting Pay: \$ _____ Ending Pay: \$ _____

Reason for leaving: _____

Person to Contact: _____ Phone Number: () - Cell: () -

Company Name: _____ **Address:** _____

Job Description (duties, skills, equipment used): _____

Dates of employment Start: ___ / ___ / ___ End: ___ / ___ / ___ Starting Pay: \$ _____ Ending Pay: \$ _____

Reason for leaving: _____

Person to Contact: _____ Phone Number: () - Cell: () -

If you need additional space, please continue on a separate sheet of paper.

If you do not want us to contact any of the listed current or former employers, please list them below and state the reason you do not want each contacted.

Have you ever been discharged or asked to resign from a position? Yes No If yes, please explain below:

REFERENCES

Professional References: Give three references who are not relatives or former employers.

Name	Relationship	Address (mailing address/city/state/zip)	Phone Number / Cell Number
			() -
			() -
			() -
			() -
			() -
			() -



APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with Tamarack Property Management Co. is true, complete and correct. If any information provided by me is found to be false, incomplete or misrepresented in any respect, it will be sufficient cause to cancel further consideration of this application, or immediately discharge me from Tamarack Property Management Co. service, whenever it is discovered.

I expressly authorize Tamarack Property Management Co. and its agents, without reservation, to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information regarding me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding Tamarack Property Management Co. or its agents for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that Tamarack Property Management Co. does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement. Emailing the completed application back to Tamarack Property Management Co. will be accepted as an electronic signature.

Date: _____ / _____ / _____

Signature: _____

TAMARACK PROPERTY MANAGEMENT CO. IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, MILITARY STATUS, OR DISABILITY.

EMPLOYMENT AT TAMARACK PROPERTY MANAGEMENT CO. IS ON AN "AT-WILL" BASIS AND EMPLOYMENT CAN BE TERMINATED AT ANY TIME WITH OR WITH OUT CAUSE, UNLESS STATE LAW DICTATES OTHERWISE. ONLY THE VICE PRESIDENT HAS THE AUTHORITY TO ALTER YOUR EMPLOYMENT STATUS AND/OR TO ENTER INTO AN EMPLOYMENT CONTRACT FOR A DEFINITE PERIOD OF TIME. ANY AGREEMENT ALTERING YOUR AT-WILL EMPLOYMENT STATUS MUST BE IN WRITING AND SIGNED BY THE VICE PRESIDENT OF TAMARACK PROPERTY MANAGEMENT CO.

COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A OFFICE POSITION.

OFFICE SKILLS:

Please indicate skills in which you have been trained with a "T" and skills you have had experience using with an "E". Put an asterisk (*) by any in which you feel you are especially proficient. Use the comments section to explain your history with each skill. (The skills noted below are not necessarily required for all positions and all skills may not be listed)

SKILL CHECK LIST	COMMENTS
____ Typing (WPM)	_____
____ Copying/Scanner (Using a Printer)	_____
____ Telephone	_____
____ Calculator/Adding Maching	_____
____ Filing (paper & digital)	_____
____ Receptionist	_____
____ Office Supply Ordering	_____
____ Forms Typing	_____
____ Word Processing	_____
____ Email	_____
____ Computer	_____
____ Bookkeeping	_____
____ Accounts Receivable	_____
____ Accounts Payable	_____
____ Sales	_____
____ Advertising	_____
____ Marketing	_____
____ Office Organization	_____
____ Public/Customer Relations	_____

PLEASE INDICATE OTHER SKILLS, INTERESTS THAT WOULD COMPLIMENT THE POSITION:

COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A MAINTENANCE POSITION.

MAINTENANCE SKILLS:

Please indicate skills in which you have been trained with a "T" and skills you have had experience using with an "E". Put an asterisk (*) by any in which you feel you are especially proficient. Use the comments section to explain your history with each skill. (The skills noted below are not necessarily required for all positions and all skills may not be listed)

SKILL CHECK LIST	COMMENTS
____ Replace/Adjust Sprinkler Heads	_____
____ Trimming/Pruning/Feeding/Fertilizing	_____
____ Other Landscaping	_____
____ Make New Window Screens	_____
____ Rescreen Window & Patio Door Screens in Old Frames	_____
____ Patch Screens	_____
____ Other Window Work	_____
____ Maintain & Install Water Heater	_____
____ Replace Elements & Thermostats in Water Heaters	_____
____ Flush Water Heater	_____
____ Sweat Copper Lines	_____
____ Replace HVAC Thermostats	_____
____ Replace Baseboard Heaters	_____
____ Clean A/C Coils	_____
____ Install Oven & Stove Top Heating Elements	_____
____ Partial Range Rewire	_____
____ Install Range/Range Hood/Dishwasher/Refrigerator	_____
____ Install Oven Thermostat and/or Timer	_____
____ Patch Refrigerator Interior/Replace Door Gasket	_____
____ Defrost Refrigerator's Freezer Section	_____
____ Replace Refrigerator/Freezer Thermostats	_____
____ Unstick Disposal	_____
____ Disassemble/Reassemble and/or Rewire Disposal	_____
____ Replace Disposal Gasket and/or Install Disposal	_____
____ Repair/Replace Faucet & Fixture Cartridges/Seats	_____
____ Replace Water Shut-Off Valves	_____
____ Repair/Replace Toilet (flush & fill valves, flapper, etc.)	_____

