

APPLICATION FOR EMPLOYMENT

PHOENIX PROPERTY MANAGEMENT, INC.

PERSONAL INFORMATION

Name		
Street Address	Home Phone	
City, State, Zip	Alternate Phone	
Position Desired	Pay Desired	
Available to work <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	# Hours Desired	
Have you applied here before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," When?
Have you been employed here before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," When?
How were you referred to our company?		

EDUCATIONAL BACKGROUND

School Name and Location	# of Years	Did you graduate?	Degree Received	Major Subject
High or Preparatory		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business/Technical		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Postgraduate		<input type="checkbox"/> Yes <input type="checkbox"/> No		

It is the policy of Phoenix Property Management, Inc. to recruit, hire, train, transfer, and promote staff, and to ensure that all other employment practices will be administered without discrimination on the basis of sex, color, race, religion, country of ancestral origin, age (40 years or older), physical or mental disability, marital status, sexual orientation, veterans status, citizenship, or other protected group status.

Notice to applicants in Massachusetts: *It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.*

We maintain the statutory limits of workers compensation insurance.

PHOENIX PROPERTY MANAGEMENT, INC. IS AN AT WILL EMPLOYER.

EMPLOYMENT RECORD

START WITH CURRENT OR MOST RECENT EMPLOYER

Name of Employer		Address	Phone
Employed (Month/Year) From	To	Salary Starting	Ending or Current
Job Title and Duties			
Reason for Leaving			Name of Supervisor
Name of Employer		Address	Phone
Employed (Month/Year) From	To	Salary Starting	Ending or Current
Job Title and Duties			
Reason for Leaving			Name of Supervisor
Name of Employer		Address	Phone
Employed (Month/Year) From	To	Salary Starting	Ending or Current
Job Title and Duties			
Reason for Leaving			Name of Supervisor

May we contact the employers listed above? Yes No
 If "No," indicate those you prefer we not contact and why:

Note any other qualifications or experience you feel might qualify you for this position:

Have you ever been convicted of any crime other than a minor traffic offense? Yes No
 If "Yes," please describe the offense and state the year of conviction:

PLEASE READ CAREFULLY BEFORE SIGNING.

I certify that the information given by me in this application is true and complete. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for refusal or employment or immediate discharge without recourse. I hereby authorize Phoenix Property Management, Inc. to make inquiries, including but not limited to, my experience, education, criminal history, or other qualities pertinent to my qualifications for employment, including reasons for termination of past employment. I release Phoenix Property Management, Inc., its subsidiaries, affiliates, employees, and agents from any and all liability for damages arising from such investigation and disclosure of information. I also understand that any offer of employment is conditional upon satisfactory check of references, criminal record review, and verification of ability to perform the essential functions of the position with or without reasonable accommodation.

Applicant's Signature _____ Date _____