

# Highland Property Management LLC

## APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

### GENERAL INFORMATION

Office Use: Resume [ ] Letter [ ]

Name (Last)	(First)	(Middle Initial)	Home Tel. ( ) -
Address (Mailing Address)	(City)	(State)	(Zip) MOBILE Tel. ( ) -
E-Mail Address	Are you legally entitled to work in the U.S.? Yes No		
Driver's License # and State Issued	Have you ever been convicted of a felony? Yes No If yes, explain...		

### POSITION

Position or Type of Employment Desired		
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? Yes No		
Pay Rate Desired	Date Available	

### EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? Yes No If no, list the highest grade completed						
<b>College, Business School, Military (Most recent first)</b>						
Name of School	Dates	Credits Earned		GPA	Course of Study	Degree, Diploma or Certificate
		Qtr. or Sem. Hrs	Other (Specify)			
	From					
	To					
	From					
	To					
	From					
	To					
	From					
	To					
Certifications, licenses, professional education						
Do you have transportation with current insurance coverage? YES NO Please describe vehicle and condition:						
Year	Make	Model	Able to haul materials/tools/mowers, etc? YES NO			

### VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
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### SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Include dates of training, length of experience, any pertinent information)
Can you provide all necessary hand tools for basic repairs and maintenance (screwdrivers, hammer, razor knife, tape measure, hacksaw, pliers, etc.)? YES NO

### REFERENCES (List 3 professional and/or personal references and contact information)

Name	Relationship	Phone/email

**WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)**

Employer	Telephone Number ( ) -	Supervisor's Name:
Address		
Job Title	Number Employees Supervised	Contact Phone #:
Job Responsibilities, Duties		
		Starting pay:
		Ending Pay:
Reason For Leaving		May We Contact This Employer? Yes No
Employer	Telephone Number ( ) -	Supervisor's Name:
Address		
Job Title	Number Employees Supervised	Contact Phone #:
Job Responsibilities, Duties		
		Starting pay:
		Ending Pay:
Reason For Leaving		May We Contact This Employer? Yes No
Employer	Telephone Number ( ) -	Supervisor's Name:
Address		
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Address		
Job Title	Number Employees Supervised	Contact Phone #:
Job Responsibilities, Duties		
		Starting pay:
		Ending Pay:

**Acknowledgement**

I certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired. I authorize Highland Property Management LLC to contact any and all of the references I have listed above to obtain previous employment information or any other pertinent information that they may have. I further authorize HIGHLAND PROPERTY MANAGEMENT LLC and direct all employers, financial institutions, banks, creditors to release any and all information relating to me to HIGHLAND PROPERTY MANAGEMENT LLC or its agent, attorney and/or assign. This release of information shall include but not be limited to any information as to applicant's character, general reputation, personal characteristics, mode of living and credit report/criminal history. Further, I release the above-mentioned references from any and all liability for any damages that may result from information collected by Highland Property Management LLC. Verification of eligibility to work in the United States must be satisfied for all employees.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_