

NORTH AMERICAN PROPERTY MAINTENANCE INC.
EMPLOYMENT APPLICATION
E.O.E.

North American Property Maintenance Inc. is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of this organization.

Please print and fill out all sections

Applicant Information

Applicant Name _____ Date _____
Last First Middle Initial

Home Phone _____ Cell Phone _____

Other _____ Social Security # _____

Current Address:
Number and Street _____ City _____

State _____ Zip code _____

How were you referred to North American Property Maintenance? _____

Employment Positions

Position(s) you are applying for: _____

Are you applying for:

- Temporary work - such as summer work only? () Y or () N
- Regular part-time work? () Y or () N
- Regular full-time work? () Y or () N

What days and hours are you available for work? _____

If hired, on what day can you start working? ____ / ____ / ____

Can you work on the weekends? () Y or () N

Can you work evenings/nights? () Y or () N

Are you available to work overtime? () Y or () N

Salary desired: \$ _____

Personal Information

Have you ever applied to/worked for North American Property Maintenance before? () Y or () N
If yes, please explain (include dates): _____

Do you have any friends, relatives, or acquaintances working for North American Property Maintenance? () Y or () N

If yes, please explain (include dates): _____

If hired, would you have transportation to/from work? () Y or () N

Are you over the age of 18? (If under 18, hiring is subject to verification of minimum legal age.) () Y or () N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? () Y or () N

Do you have a valid driver's license? () Y or () N

If hired, would you be willing to submit to and pass a controlled substance test? () Y or () N

Are you able to perform the essential functions of the job for which you are applying, either with/without reasonable accommodation? () Y or () N

If no, describe the functions that cannot be performed: _____

(Note: North American Property Maintenance complies with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a new hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Have you ever been convicted of a criminal offense (felony or misdemeanor)? () Y or () N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however, be considered.)

Have you had any traffic violations? () Y or () N

If yes, please explain _____

Education, Training and Experience

High School:

School name: _____ School address: _____

School city, state, zip code: _____

Number of years completed: _____ Did you graduate? () Y or () N

College / University:

School name: _____ School address: _____

School city, state, zip code: _____

Number of years completed: _____ Did you graduate? () Y or () N

Degree / diploma earned: _____

Vocational School:

School name: _____ School address: _____

School city, state, zip code: _____

Number of years completed: _____ Did you graduate? () Y or () N

Degree / diploma?: _____

Military:

Branch: _____ Rank in Military: _____

Total years of service: _____ Skills/duties: _____

Employment History: (Begin With Most Recent Employment)

Dates From: To:	Company Name:	Telephone Number:
City & State:	Titles & Duties:	Contact Person:
May we contact employer? () Yes or () No	Reason for Leaving?:	Last Salary:

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May we contact employer? () Yes or () No	Reason for Leaving?:	Last Salary:

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant _____ Date _____