



Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disability, veteran status, or any other legally protected status.

Name:	Today's Date:
Street Address:	Phone Number:
City, State, Zip:	
Position you are applying for:	Expected pay rate?
Type of work desired: Full-Time _____ Part-Time _____	Date you are available to start?
How did you hear about our company?	Special training or skills:

- Are you over the age of 18 years?  
(If no, you may be required to provide authorization to work.) Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you eligible to work in the United States?  
(Proof of eligibility will be required before you can be employed) Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you presently on layoff or leave of absence from any other company? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you able to perform the essential functions of the job? Yes \_\_\_\_\_ No \_\_\_\_\_
- If no, are there reasonable accommodations that can be made in order for you to perform the job? \_\_\_\_\_

**EDUCATION:**

School	Name and Location of School	Course of Study	Years completed	Did you graduate?
College				
High School				
Elementary				
Other				

**IN CASE OF EMERGENCY:** Name and address of person you wish to be notified in the event of an emergency

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**EMPLOYMENT HISTORY:**

1. Employer	Dates Employed Enter as Month/Year		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			
2. Employer	Dates Employed Enter as Month/Year		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			
3. Employer	Dates Employed Enter as Month/Year		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			
4. Employer	Dates Employed Enter as Month/Year		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			

**DO NOT CONTACT:**

We may contact the employers listed above unless you indicate those you do not want us to contact.

Employer Number(s) \_\_\_\_\_ Reason \_\_\_\_\_

**REFERENCES:** Please provide the names of three adults who have knowledge of your work ethic, experience, and ability. (Do not include relatives, former or present employers.)

Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
_____	_____	_____
Phone # _____	Phone # _____	Phone # _____
Occupation _____	Occupation _____	Occupation _____
Yrs. Known _____	Yrs. Known _____	Yrs. Known _____

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**MILITARY:** Did you serve in the U.S. Armed Forces? \_\_\_ No \_\_\_ Yes, list branch of service \_\_\_\_\_

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**TRAINING:** Describe any training or skills relevant to the position for which you are applying. \_\_\_\_\_

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**CRIMINAL BACKGROUND:** Prior criminal history will not necessarily result in disqualification

Have you ever been convicted of or pled guilty or no contest to a felony or misdemeanor offense? \_\_\_Yes \_\_\_No  
If yes, please list all offense(s), disposition(s) and approximate dates: \_\_\_\_\_

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**APPLICANT STATEMENT:**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Wolf and Kline Property Management (WKPM) to verify their accuracy and to obtain reference information on my work performance. I hereby release WKPM from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

**Thank you for completing this application.**

**Your resume will be carefully reviewed and we will contact you should your skills and experience match our requirements. Applications will be kept on file for a period of 6 months to 1 year.**