



An Equal Opportunity Employer
Application for Employment

Employees of Guardian Property Service LLC and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.

1. Position applied for _____ 2. Date of Birth: _____
(One per application)

3. Social Security No. _____ - _____ - _____ (Note: Completion of number three is optional. Failure to submit social security number on this form will not prohibit employment consideration. Social security number may be required on other forms prior to employment.)

4. Full legal name _____ 5. Home Phone: (_____) _____
Last First Middle

6. Address _____ 7. Business Phone: (_____) _____
Street City State Zip

8. Email Address: _____ 9. Driver's License #: _____

10. EDUCATION

a. Check highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 Year Completed _____

b. If you did not complete high school, do you have a high school equivalency diploma? Yes No Date Received _____

c. Check number of years of post high school education: 1 2 3 4 5 6 7

Name and Location of Institution		Hrs	Degree Received	Major or Specialty	Minor	Dates Attended
1.						
2.						
3.						

d. If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date: _____

11. EXPERIENCE – Starting with the most recent, describe ALL paid, military and applicable voluntary experience. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate items.

May we contact your present supervisor? Yes No

a. Job Title _____

Duties: _____

Employer _____

Address _____

Phone _____

Type of business _____

Equipment used _____

Immediate supervisor _____

Reason for leaving _____

Salary (start) _____ (finish) _____

Dates (mo/yr) _____ to (mo/yr) _____

Full-time Part-time

Hours/week _____

b. Job Title _____

Duties: _____

Employer _____

Address _____

Phone _____

Type of business _____

Equipment used _____

Immediate supervisor _____
Salary (start) _____ (finish) _____
 Full-time Part-time

Reason for leaving _____
Dates (mo/yr) _____ to (mo/yr) _____
Hours/week _____

c. Job Title _____
Employer _____
Address _____

Duties: _____

Phone _____
Type of business _____
Immediate supervisor _____
Salary (start) _____ (finish) _____
 Full-time Part-time

Equipment used _____
Reason for leaving _____
Dates (mo/yr) _____ to (mo/yr) _____
Hours/week _____

d. Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, and special achievements or specialized skills: _____

12. REFERENCES – List names, addresses and relationships of three persons not related to you who know your qualifications:

Name _____ Address _____ Phone (____) _____ Relationship _____
Name _____ Address _____ Phone (____) _____ Relationship _____
Name _____ Address _____ Phone (____) _____ Relationship _____

13. MISCELLANEOUS

a. Check which job status you would accept: Full-time Part-time (specify) _____
b. For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No

Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

g. Are you willing to provide your own transportation if necessary for your employment? Yes No

j. Have you ever been convicted for any violation(s) of law, including moving traffic violations. Yes No

If YES, please provide the following:

Description of offense: _____

Statute or ordinance (if known): _____ Date of Charge: _____ Date of Conviction: _____

County _____ City _____ State of Conviction _____

(For additional convictions use plain paper. Include all information listed above.)

14. When will you be available to start work? (No date is necessary if you are available as soon as you give two (2) weeks notice.)

Month _____ Day _____ Year _____

15. CERTIFICATION

I hereby certify that all entries on both sheets and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of Guardian Property Services. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent to references and former employers and educational institutions listed being contacted regarding this application. I further authorize Guardian Property Services to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

Date _____

Applicant Signature _____