

REGENCY

MULTIFAMILY



Employment Application

Regency Management Service LLC is an EQUAL OPPORTUNITY EMPLOYER. Discrimination against applicants and employees on the basis of any of the following is prohibited: race, color, religion, sex, national origin, ancestry, marital status, pregnancy, citizenship status, age, disability, military duty or discharge status, physical or mental handicap or any other protected classes.

Name: _____
Last First

Street: _____ City: _____ State & Zip _____

Telephone No. _____ Email Address: _____

Position applying for: _____ Date available: _____ Salary desired: _____

Are you a former employee? Yes No If yes, give date of employment: _____

Have you applied for work here during the last 12 months? Yes No

If yes, when: _____ For what position: _____

Are you 18 years or older? _____ (You must meet minimum age requirements of applicable laws.)

Are you authorized to work in the United States? Yes No

Would you be available to work overtime if necessary? Yes No

Who referred you to Regency: _____

EDUCATION/SKILLS

School	Name of School City and State	Years Completed	Diploma or Degree	Major
High School				
College				
Other Training				

SPECIAL COURSES (military training, apprenticeship program, vocational training, any continued education courses/seminars taken in your professional field): _____

Please list last three employers, including military service; students should list all summer and part-time jobs. Begin with your most recent employment:

Month/Year	Employer's Name and Address	Supervisor's Name, Title and Email
Start: _____ Leave: _____	_____ _____	_____ Name _____ Title _____ Email
Job Title:	Telephone No.:	Salary Range: \$
Job duties: _____ _____ _____		
Reason for leaving: _____		
May we conduct a detailed reference check and contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Month/Year	Employer's Name and Address	Supervisor's Name, Title and Email
Start: _____ Leave: _____	_____ _____	_____ Name _____ Title _____ Email
Job Title:	Telephone No.:	Salary Range: \$
Job duties: _____ _____ _____		
Reason for leaving: _____		
May we conduct a detailed reference check and contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Month/Year	Employer's Name and Address	Supervisor's Name, Title and Email
Start: _____ Leave: _____	_____ _____	_____ Name _____ Title _____ Email
Job Title:	Telephone No.:	Salary Range: \$
Job duties: _____ _____ _____		
Reason for leaving: _____		
May we conduct a detailed reference check and contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		

PROFESSIONAL REFERENCES

Professional reference is defined as a person who you interacted with in a professional manner, e.g., co-worker, vendor, or contractor. **Do NOT list relatives or friends.**

NAME	CONTACT INFORMATION
Name	Home # Work #
Relationship to applicant	Email:
Name	Home # Work #
Relationship to applicant	Email:
Name	Home # Work #
Relationship to applicant	Email:

ALL APPLICANTS MUST READ AND SIGN BELOW

- 1) I hereby certify there are no misrepresentations in or falsifications of the information I have provided. I understand any misrepresentation of fact, as stated or implied, given in my application, interview(s), or any other employment form (or document provided to Regency Management Service LLC) may be sufficient reason not to hire me or may be reason for dismissal.
- 2) I understand employment may be subject to passing a physical examination to determine my ability to perform duties of the job.
- 3) I understand and agree that Regency Management Service LLC will conduct investigations, including verification of employment history, education, and criminal history. The Fair Credit Reporting Act requires us to advise you that, in connection with our routine processing of your employment application, we may also request from a consumer reporting agency an investigative consumer report. I authorize all individuals in organizations named or referred to in this application and any law enforcement organization to give Regency Management Service LLC all information that relates to or is requested during Regency Management's investigation, and hereby release those individuals, organizations, and Regency Management Service LLC, from any and all liability for any claim or damage resulting therefrom. It is company policy that all personal information provided to be held in confidence and properly safeguarded, and the use of such information be limited to valid business, regulatory, or legal requirements.
- 4) I understand, if hired, I am required to abide by all rules and regulations of Regency Management Service LLC, and to comply with all policies and procedures in the Employee Handbook, any policy and procedure manual, or other communications to employees.
- 5) I understand that Regency Management Service LLC is not obligated to provide employment, and I am not obligated to accept employment. Nothing in this application, or in any prior or subsequent oral or written statement or communication, is intended to create any contract of employment or to create any rights in the nature of a contract. I further understand if hired, I will be an employee-at-will who can be discharged with or without cause and without prior notice, and that my status as an employee-at-will cannot be modified except by a written agreement executed by an authorized officer of Regency Management Service LLC. I hereby acknowledge that I have read the above statements and I understand and accept them.

Signature of Applicant _____

Date _____