

**PROPERTY MANAGEMENT SERVICES, Inc.**

1411 Linwood Boulevard • Oklahoma City, Oklahoma 73106-5021 • Tel: 235-4663 Fax: 232-8483

Dear Applicant, Name: \_\_\_\_\_

We truly appreciate you taking interest in our company. In order to be considered for any position with our company it is imperative that you fill out the application completely and accurately. We have phone books available should you need one. Even if you attach a resume, please fill out the employment history portion of the application and include good contact numbers for your previous employers. Also, please be sure to indicate the salary you are seeking so that we may be able to adequately process your application.

We look forward to meeting with you and possibly working with you in the future.

Position applied for: \_\_\_\_\_

**(FOR OFFICE USE ONLY)**

**Pre-Interview Checklist**  
(please initial once an item is completed)

Application reviewed by \_\_\_\_\_ Date Reviewed \_\_\_\_\_

(check one)  
File – No Further Review \_\_\_\_\_  
Or  
Forward to Front Desk \_\_\_\_\_  
For Processing \_\_\_\_\_

Criminal Background Completed \_\_\_\_\_  
Offender Background Completed \_\_\_\_\_  
Sex Offender Registry Completed \_\_\_\_\_

1<sup>st</sup> Employment Reference: \_\_\_\_\_ COMPLETED (circle once completed)  
Notes: \_\_\_\_\_  
\_\_\_\_\_

2<sup>nd</sup> Employment Reference: \_\_\_\_\_ COMPLETED (circle once completed)  
Notes: \_\_\_\_\_  
\_\_\_\_\_

3<sup>rd</sup> Employment Reference: \_\_\_\_\_ COMPLETED (circle once completed)  
Notes: \_\_\_\_\_  
\_\_\_\_\_

Date Returned to Reviewer: \_\_\_\_\_

FINAL REVIEW COMMENTS:  
Call for Interview (Date, Time & With Whom) \_\_\_\_\_  
Or  
File – No Further Review (comment) \_\_\_\_\_



# APPLICATION FOR EMPLOYMENT

It is our policy to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental handicap, or veteran status

Date of Application \_\_\_\_\_

Position applied for \_\_\_\_\_ Referred by \_\_\_\_\_

## PERSONAL INFORMATION:

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ DOB (mon/day) \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Alternate/emergency contact number ( ) \_\_\_\_\_

Social Security # \_\_\_\_\_ Email: \_\_\_\_\_

When can you start? \_\_\_\_\_ Desired Wage \$ \_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in U.S. without restriction [ ] Yes [ ] No

Seeking employment full time [ ] or part time [ ] Days and hours you are available to work:

\_\_\_\_\_

If applying for on-site apartment position, are you willing to live on the property? [ ] Yes [ ] No

Have you ever been convicted, placed on probation or subjected to a deferred adjudication on felony or misdemeanor charges? [ ] Yes [ ] No. If yes, please provide full details, giving dates and nature of each offense, name and location of each court and the disposition of each case. A conviction may not disqualify you, but a false statement will. Continue on back if needed.

\_\_\_\_\_

Valid drivers license? [ ] Yes [ ] No. State/Number \_\_\_\_\_ Expires \_\_\_\_\_

Vehicle: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Liability ins. [ ] Yes [ ] No

List all traffic accidents and moving violations in the last three (3) years \_\_\_\_\_

## EDUCATION:

Schools/Colleges Attended: \_\_\_\_\_ # Years Year Grad Degree

High School \_\_\_\_\_

College \_\_\_\_\_

Technical, Vocational or Business Schools \_\_\_\_\_

Computer Skills: Windows [ ] Word [ ] Excel [ ] Access [ ] Other \_\_\_\_\_

List any additional qualifications, training, technical skills, or job-related experience to consider:

\_\_\_\_\_

**EMPLOYMENT HISTORY:** (Your four most recent employers, with present or most recent first)

Company name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position/Responsibilities \_\_\_\_\_ Salary \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Company name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position/Responsibilities \_\_\_\_\_ Salary \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Company name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position/Responsibilities \_\_\_\_\_ Salary \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Company name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position/Responsibilities \_\_\_\_\_ Salary \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**REFERENCES** List three persons not related to you, whom you have known at least one year:

Name	Address	Phone	Years Acquainted
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, any false statement in my application, discussions, correspondence, or interview is considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my educational, employment and credit history. I understand that this application is not and is not intended to be any kind of contract or agreement. I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment will continue on that basis. I understand that no agent, employee, supervisor, manager, executive or officer of this company has the authority to alter the foregoing.

Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE DETAIL WHAT EXPERIENCE YOU HAVE IN THE FOLLOWING AREAS,  
INCLUDING WHETHER YOUR WORK WAS SUPERVISED OR UNSUPERVISED:

Plumbing:

Electrical:

Heating & Air Conditioning:

Major Appliance Repair:

Carpentry:

Roofing:

Brick, Masonry, or Concrete:

Drywall:

Carpet Laying:

Painting:

WHAT TYPE OF VEHICLE WILL YOU USE?

DO YOU HAVE YOUR OWN BASIC HAND TOOLS?

WHAT OTHER TOOLS/EQUIPMENT DO YOU OWN THAT YOU CAN USE ON THIS  
JOB?