

APPLICATION FOR EMPLOYMENT BUCKINGHAM PROPERTY MANAGEMENT

PERSONAL INFORMATION

Last Name	First	M.I.	Date
Other Names Used <i>(to verify employment/educational history)</i>			
Present Address			
City	State	Zip Code	
Permanent Address			
City	State	Zip Code	
Phone	Email Address		
Are You Over Age 18:	[] YES [] NO		

POSITION INFORMATION

Position Applied For:	Date Available:
Have You Ever Worked For This Company:	[] YES [] NO
If so, when:	
Do You Have Any Relatives Who Work For This Company:	[] YES [] NO
If so, who?	

Are You Able To Perform The Essential Functions Of This Position Either With or Without Reasonable Accommodation:	[] YES [] NO
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(Note: We comply with ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Offer may be made contingent on applicant passing a job-related physical examination and/or skill and agility testing)

If The Position For Which You Are Applying Requires Driving Of Any Vehicle, Provide The Following:

Drivers License Number:	Issuing State:	Type:	Expiration Date:
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Please Note: You must be licensed and insured in order to hold any position that requires driving.

EDUCATION	Name/Location	Course of Study	Certificate/Degree Earned
High School			
Trade School			
College			
Graduate School			

EMPLOYERS: *(List all employers below, most recent first. Indicate periods of unemployment and the reason(s). Use the back of this form if necessary.)*

Company	Dates Employed	
Address	Phone	
Job Title	Starting Rate	
Supervisor	Ending Rate	
Responsibilities		
Reason for Leaving		

May we contact your previous and current supervisor for a reference?	[] YES [] NO
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Company		Dates Employed	
Address		Phone	
Job Title		Starting Rate	
Supervisor		Ending Rate	
Responsibilities			
Reason for Leaving			

May we contact your previous and current supervisor for a reference? YES NO

Company		Dates Employed	
Address		Phone	
Job Title		Starting Rate	
Supervisor		Ending Rate	
Responsibilities			
Reason for Leaving			

May we contact your previous and current supervisor for a reference? YES NO

EMPLOYMENT ELIGIBILITY

Have you ever been convicted of a felony or a misdemeanor? YES NO

(Do not include any conviction to marijuana dated more than two years ago, or any post-trial diversion program, or any legally expunged conviction.)

Are you currently awaiting trial for any criminal offense? YES NO

Have you ever initiated an act of violence in your workplace? YES NO

A "yes" answer to the above questions will not necessarily disqualify you for the position for which you have applied. Please explain, in the space below, any "yes" answer fully so that individual circumstances can be considered. Use additional paper if needed.

If employed, can you produce verification of your legal right to work in the United States? YES NO

(New employees are required to produce documents that verify their legal right to work in the United States and to declare under penalty of perjury that these documents are their own and genuine.)

Have you previously worked for or applied for a position with the Company, either as an employee or through an employment agency? YES NO

REFERENCES: Provide the names of two persons whom you have known for at least five (5) years and who have personal knowledge of your work skills and history. Do not include any relative unless the relative was your employer or manager and is so identified.)

Name		Relationship	
Company		Phone	
Address		Time Known	

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Name		Relationship	
Company		Phone	
Address		Time Known	

DISCLOSURES AND AUTHORIZATIONS: Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I request and authorize investigation by the Company of all statements contained in this application. I understand that falsification (including misrepresentation or omission of facts) may result in immediate removal of my application from consideration or may be considered sufficient justification for termination of employment arising from this application regardless of when such falsification is discovered. I request and authorize the Company to secure information related to this application and my experience; skills; work history; reliability; honesty; and any tendency to behave violently or in an unsafe, harmful or threatening matter from my references and former employers; certification and/or licensure from former employers, educational institutions, and sources of certification or licensing, and governmental/judicial agencies (including, but not limited to, the Social Security Administration and Department of Motor Vehicles). I authorize those parties to provide such information to the Company, and release them and the Company, from any liability arising there from.

_____ I specifically request, authorize, and consent to the Company's thorough investigation of whether I have a record of criminal convictions, and if so, the nature of such criminal convictions and all surrounding circumstances available through lawful means. The Company has advised me that its criminal background check will focus on convictions and that a criminal record will not necessarily disqualify me from employment.

_____ I understand that nothing contained in this application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. If I am employed by the Company, I agree to conform to the rules and regulations of the Company. I also understand and agree that, except for employment at-will status, hours, working conditions, job assignment(s) and compensation rate(s) are subject to change by the Company. I understand that my employment can be terminated, with or without cause and with or without notice, at any time at the option of the Company or myself. I understand that, other than the top management official for the Company, no other manager, supervisor or representative of the Company, has authority to enter into any agreement for employment for any special period of time, or to make any agreement contrary to the foregoing. Only the top management official of the Company has the authority to make any agreement contrary to the foregoing and then only in writing.

_____ I understand that I can not rely upon a conditional offer of employment from the Company, or otherwise engage in any activity based upon a conditional offer of employment. Unless or until an offer of employment is made that has no contingencies, I will not take any action that could result in financial loss if a conditional offer is withdrawn, such as giving notice of intent to terminate my current employment, selling real estate, or incurring any other costs associated with accepting employment with the Company. No such activity will be undertaken until after I have been informed by the Company that any such employment offer is no longer conditional.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I initial the next line below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have initialed the next line below.

_____ I waive receipt of a copy of any public record described in the paragraph above.

_____ I understand that the Company considers applications for employment for only a 30-day period. If I wish to be considered after 30 days from the date of my application, I understand that I must reapply.

APPLICANT'S CERTIFICATION: Please Read Carefully Before Signing

I certify that the information provided in this application for employment (and/or accompanying resume, if any) is true and complete to the best of my knowledge. I agree a photocopy or telephonic facsimile of this authorization shall be valid as the original.

Signature _____

Date _____

BPM's policy is to fill every position without regard to considerations made unlawful by federal, state or local laws, such as race, color, national origin, citizenship status, religion, sex (including pregnancy, childbirth, and related medical conditions), physical or mental disability, age 40 and older, genetic information, marital status, sexual orientation and identity, political activities or affiliations, or any other consideration made unlawful by federal, state or local laws. **BPM** is an equal opportunity employer and selects employees on the basis of ability, experience, training, and character.