

*E*XCEL PROPERTY MANAGEMENT, INC.

Excellence In Property Management

Thank you for your interest in a position with Excel Property Management. Please return the completed application, along with your resume (where applicable) to:

EXCEL PROPERTY MANAGEMENT, INC.
1004 Bullard Ct. Suite 106 Raleigh,
North Carolina 27615

EQUAL HOUSING OPPORTUNITY

1004 Bullard Ct. Suite 106, Raleigh, NC 27615 – (919) 878-0522 FAX: (919) 878-9962

APPLICATION FOR EMPLOYMENT

POSITION(S) APPLIED FOR _____ DATE OF APPLICATION _____

NAME _____

ADDRESS _____
 LAST FIRST MIDDLE
 STREET CITY STATE ZIP

TELEPHONE () _____ SOCIAL SECURITY NUMBER _____

EMAIL ADDRESS _____

If you are under the age of 18, can you furnish a work permit? YES ___ NO ___

Have you ever been employed here before? YES ___ NO ___ If yes, when? _____

Are you related to a current or former employee of EPM? YES ___ NO ___ If yes, name of employee _____

Do you have a non-compete agreement with a former employer? YES ___ NO ___ If yes, name of employer _____

Are you legally eligible for employment in this country? YES ___ NO ___

(Completion of I-9 form for employment eligibility verification required upon employment)

The following conditions may be required at some point in a job assignment. If required, would you be willing to work:

A – Shift Work? YES ___ NO ___ B – Rotational Work Schedule? YES ___ NO ___

C – Work Schedule Other Than Monday – Friday? YES ___ NO ___ D – Overtime? YES ___ NO ___

How were you referred to us? _____

Date available for work _____

Type of employment desired: ___ Full-time ___ Part-time ___ Temporary ___ Seasonal ___ Educational co-op

Have you ever been convicted of a felony? ___ Yes ___ No

(such conviction may be relevant if job related but does not ban you from employment)

If yes, please explain _____

Driver's license number (if required by job) _____ State _____

EMPLOYMENT HISTORY – List your last three (3) employers, assignments, or volunteer activities, starting with the most recent.

Please include any military experience.

| | | | |
|--------------------------------------|-----|--|-------------------|
| FROM: | TO: | EMPLOYER: | TELEPHONE: () |
| JOB TITLE: | | ADDRESS: | |
| IMMEDIATE SUPERVISOR NAME AND TITLE: | | Summarize the nature of work performed and job responsibilities: | |
| REASON FOR LEAVING: | | | |
| FROM: | TO: | EMPLOYER: | TELEPHONE: () |
| JOB TITLE: | | ADDRESS: | |
| IMMEDIATE SUPERVISOR NAME AND TITLE: | | Summarize the nature of work performed and job responsibilities: | |
| REASON FOR LEAVING: | | | |

| | | | | | |
|---|-----|--|-------------------|--------------------------------|--|
| FROM: | TO: | EMPLOYER: | TELEPHONE: () | | |
| JOB TITLE: | | ADDRESS: | | | |
| IMMEDIATE SUPERVISOR NAME AND TITLE: | | Summarize the nature of work performed and job responsibilities: | | | |
| REASON FOR LEAVING: | | | | | |
| UNEMPLOYMENT RECORD: Account for all periods of unemployment and extended illness/disability of four (4) weeks duration or more for the last five years, or since you left school. | | | | | |
| From | | To | | Reason For Unemployment | |
| MO | YR | MO | YR | | |
| MO | YR | MO | YR | | |

SKILLS AND QUALIFICATIONS: Summarize any special skills and qualifications acquired from employment or other experience that you feel may qualify you for work with Excel Property Management, Inc.

| EDUCATIONAL BACKGROUND | | | | |
|------------------------|----------|-----------------|-------------------|--------------------|
| NAME AND LOCATION | | YEARS COMPLETED | DID YOU GRADUATE? | COURSE(S) OF STUDY |
| HIGH SCHOOL | | | | |
| COLLEGE | | | Major Degree | |
| OTHER | | | | |
| REFERENCES | | | | |
| NAME | RELATION | TELEPHONE | | YEARS KNOWN |
| | | Area Code | | |
| | | () | | |
| | | () | | |
| | | () | | |

It is understood and agreed that any misrepresentations by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I understand that all new employees are subject to a 90 day introductory period, and that this status may be extended for an indeterminate period at the Employer's sole discretion.

It is further understood that the Employer reserves the right to conduct illegal drug and/or substance abuse screening in an effort to investigate material losses or injuries that have occurred in the workplace.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its' representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

It is our policy to seek and employ the best qualified personnel and to provide equal opportunity for the advancement of employees, including upgrading, promotion and training; and to administer these activities in a manner which will not discriminate any person because of race, color, religion, age, sex, national origin, physical or mental handicap.

Signature of Applicant _____ Date _____