

Royal T Management/ RTM Property Management, Inc. (RTM)

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Please Print

_____	_____	_____	_____
Last Name	First Name	M. I.	Date
- -	()	()	
_____	_____	_____	_____
Social Security Number	Home Phone	Cell Phone	

Address _____

_____	_____	_____	_____
No & Street	City	State	Zip Code

Employment Desired

Position Applying for: _____

Personal Information

Have you ever applied to work for Royal T Management and/ or RTM before? yes no
If yes, when? _____

Have you ever worked for Royal T Management and/ or RTM before? yes no
If yes, when? _____

Do you have any friends or relatives working for Royal T Management and/ or RTM? yes no

If yes, please state name(s) and relationship: _____

_____	_____
Name	Relationship

_____	_____
Name	Relationship

_____ I understand and agree that, if I am offered a position, it will be a conditional offer based on my successful passing of
Initial both a drug and alcohol screen.

If hired, would you have a reliable means of transportation to and from work?..... yes no

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)..... yes no

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?..... yes no

Have you ever been convicted of a criminal offense (felony or misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.)..... yes no

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of convictions of a criminal case. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered.)

Education, Training and Experience

	No. of Years Completed	Did you Graduate?	Degrees/ Diploma
High School	_____	<input type="checkbox"/> yes <input type="checkbox"/> no	_____
College/University	_____	<input type="checkbox"/> yes <input type="checkbox"/> no	_____
Vocational/Business	_____	<input type="checkbox"/> yes <input type="checkbox"/> no	_____

Employment History

Please list below all present and past employment, start with the most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

_____ Name of Current Employer	_____ Type of Business	_____ () Telephone Number	
_____ Your Immediate Supervisor's Name	_____ Business Address	_____ City	_____ State
Employed Since: _____ to _____		Rate of Pay: _____ starting current	
Your Position and Duties _____			
Reason for Leaving _____		May we contact your employer as a reference? <input type="checkbox"/> yes <input type="checkbox"/> no	

_____ Name of Prior Employer	_____ Type of Business	_____ () Telephone Number	
_____ Your Immediate Supervisor's Name	_____ Business Address	_____ City	_____ State
Employed Since: _____ to _____		Rate of Pay: _____ starting ending	
Your Position and Duties _____			
Reason for Leaving _____		May we contact your employer as a reference? <input type="checkbox"/> yes <input type="checkbox"/> no	

_____ Name of Prior Employer	_____ Type of Business	_____ () Telephone Number	
_____ Your Immediate Supervisor's Name	_____ Business Address	_____ City	_____ State
Employed Since: _____ to _____		Rate of Pay: _____ starting ending	
Your Position and Duties _____			
Reason for Leaving _____		May we contact your employer as a reference? <input type="checkbox"/> yes <input type="checkbox"/> no	

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the 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 this company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

_____ Date	_____ Print Name	_____ Applicant's Signature
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(continued)

Groundskeeper / Janitorial

Please complete the following:

1. How did you hear about us? _____

2. What type of position are you applying for? FT or PT

3. What days are you available to work? _____

4. Can you live on-site? Y N

5. What size apartment would you need? _____

For how many persons? _____

Do you have any pets? _____

What kind and size? _____

6. Why do you want to work for RTM and in property management?

7. What maintenance and customer service skills do you have?

8. Experience in this field? If not, do you know what is required?

9. Can you provide your own tools to perform maintenance duties?

10. Salary requirements _____

11. Do you have a valid state issued DL? Y N

12. Do you have a Social Security Card? Y N

13. Do you have reliable transportation? Y N

14. Do you have insurance to drive? Y N

15. If you are offered a position when could you start? _____

16. What date would you be available for a personal interview? _____

Thank you for considering RTM as a potential employer! We will review all information of all applicants and possible interviews will then be scheduled for the most qualified candidates.