

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	_____

(continued)

Maintenance

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.

MAINTENANCE EXPERIENCE CHECK LIST

NS = NOT SKILLED

Have never done this work previously.

SS = SEMI SKILLED

Have done this work before occasionally
or in the company of a skilled person.

S = SKILLED

Have completed this work repeatedly in
a correct and competent manner.

SPRINKLERS	NS	SS	S	PAINTING	NS	SS	S
Replace sprinkler	[]	[]	[]	Touch up	[]	[]	[]
Heads	[]	[]	[]	Partials	[]	[]	[]
Adjust Heads	[]	[]	[]	Full	[]	[]	[]
GARDENING				ELECTRICAL			
Trimming and Pruning	[]	[]	[]	Rewire shorted fixtures	[]	[]	[]
Seeding and Fertilizing	[]	[]	[]	Replace circuit breaker	[]	[]	[]
				Operating testing meter	[]	[]	[]
GLASS WINDOWS				FLOORING			
Glass cutting	[]	[]	[]	Subfloor work-replace all	[]	[]	[]
Glass installation	[]	[]	[]	Subfloor replace partial	[]	[]	[]
SCREENING				Lay tile	[]	[]	[]
Repair screens by patching	[]	[]	[]	Lay sheet goods	[]	[]	[]
Re-screen frames	[]	[]	[]	Repair carpet with patch	[]	[]	[]
Retain old frames	[]	[]	[]	PLUMBING			
WATER HEATERS				Replace washers	[]	[]	[]
Install hot water heaters	[]	[]	[]	Replace faucet & handle	[]	[]	[]
Test & replace				Replace pipes under sink	[]	[]	[]
Elements	[]	[]	[]	Remove P trap & replace	[]	[]	[]
Pop off valve	[]	[]	[]	Remove & reseal toilet	[]	[]	[]
Thermostat	[]	[]	[]	Repair ball-cock assembly	[]	[]	[]
				Install new ball-cock	[]	[]	[]
APPLIANCES				LOCKS			
Install oven element	[]	[]	[]	Install deadbolt	[]	[]	[]
Install stove element	[]	[]	[]	Replace lock core	[]	[]	[]
Rewire stove (partial)	[]	[]	[]	Interchange two locks	[]	[]	[]
Install oven timer	[]	[]	[]	POOLS			
Recharge freon refer.	[]	[]	[]	Backwashing	[]	[]	[]
Install thermostat	[]	[]	[]	Disassemble filter	[]	[]	[]
DISPOSALS				Clean/Vacuum	[]	[]	[]
Unstick	[]	[]	[]	Replace heater	[]	[]	[]
Assemble & reassemble	[]	[]	[]	Balance chemicals	[]	[]	[]
Replace gasket	[]	[]	[]	Replace shut off valve	[]	[]	[]
Install new disposal	[]	[]	[]	DOORS			
DISHWASHERS				Repair	[]	[]	[]
Remove impeller	[]	[]	[]	Replace-Hang	[]	[]	[]
Adjust timer	[]	[]	[]	Door frame repair	[]	[]	[]
Install new dishwasher	[]	[]	[]	AIR CONDITIONING/HEATING			
Install new pump	[]	[]	[]	Repair thermostat	[]	[]	[]
Install new timer	[]	[]	[]	Replace thermostat	[]	[]	[]
CEILINGS/WALLS/REPAIR				Replace filters	[]	[]	[]
Wall board patch prepare				Repair pump	[]	[]	[]
for painting	[]	[]	[]	Replace pump	[]	[]	[]
Wallboard installation	[]	[]	[]	Replace condenser fan	[]	[]	[]
Acoustic painting	[]	[]	[]	Install hard start kits	[]	[]	[]