



TPM, Inc.

2230 N University Parkway Suite 7A Provo UT 84604

"total property management" SINCE 1976

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www.tpmrents.com

APPLICATION FOR EMPLOYMENT

1. PERSONAL INFORMATION

LAST NAME	FIRST NAME	MI	SOCIAL SECURITY NUMBER
CURRENT ADDRESS	CITY/STATE	ZIP CODE	HOME PHONE
CELL PHONE/HOME PHONE	BIRTH DATE	DL #	EMAIL ADDRESS

2. WORK AVAILABILITY

POSITION APPLYING FOR:	DATE AVAILABLE TO BEGIN:
MINIMUM SALARY REQUIRED:	IF HIRED, CAN YOU PROVIDE DOCUMENTATION VERIFYING YOUR RIGHT TO WORK IN THE UNITED STATES? PROOF OF U.S. CITIZENSHIP WILL BE REQUIRED UPON EMPLOYMENT.
	Y N

3. TRAINING AND EDUCATION. You must complete all applicable items in this section. The information you give regarding your training and education will be used to determine if you meet minimum qualifications.

HAVE YOU GRADUATED FROM HIGH SCHOOL OR RECEIVED A HIGH SCHOOL EQUIVALENCY DIPLOMA (GED) YES

*NO *If no, circle highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12

Name and Location of College or University	Dates		Credits Completed		Major/Minor	Did you Graduate?	Type of Degree	Date of Degree
	From	To	Semester Hours	Quarter Hours				
						Yes / No		
						Yes / No		
						Yes / No		

List specific computer programs you have used in the past year:

Would you be willing to be tested on these programs, if needed? Y N

On a scale from 1 to 10, how confident do you feel on picking up new computer programs quickly? _____

Complete all that apply: Type _____ wpm, 10-key _____ spm, Word Processing software _____, Telephone switchboard Y N Spreadsheet software _____

List permits, certificates, professional licenses, etc., currently held:

Describe additional skills, training, volunteer work, interests or life experiences which may contribute to the type of work you are seeking:

4. REFERENCES. (other than relatives and past employers who have a definite knowledge of your qualifications for the position for which you are applying.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Street, City, State, Zip)	BUSINESS OR OCCUPATION	PHONE NUMBER

5. EMPLOYMENT HISTORY. Starting with your most recent employment, give a complete record of your employment history and reasons for periods of unemployment. Attach a resume, if requested.

EMPLOYER	FROM _____ TO _____ MO/YR MO/YR	DUTIES:
ADDRESS, CITY, STATE, ZIP		
TELEPHONE NUMBER	STARTING SALARY	ENDING SALARY
JOB TITLE	SUPERVISOR	
REASON FOR LEAVING	HOURS WORKED PER WEEK	

[OVER]

5. EMPLOYMENT HISTORY (continued).

EMPLOYER		FROM _____ TO _____ MO/YR MO/YR		DUTIES:
ADDRESS, CITY, STATE, ZIP		STARTING SALARY	ENDING SALARY	
TELEPHONE NUMBER				
JOB TITLE	SUPERVISOR	HOURS WORKED PER WEEK		
REASON FOR LEAVING				

EMPLOYER		FROM _____ TO _____ MO/YR MO/YR		DUTIES:
ADDRESS, CITY, STATE, ZIP		STARTING SALARY	ENDING SALARY	
TELEPHONE NUMBER				
JOB TITLE	SUPERVISOR	HOURS WORKED PER WEEK		
REASON FOR LEAVING				

May we contact your current employer? Y N If no, why? _____

[If your current or previous employers are not contacted before an offer of employment is made, any offer of employment will be subject to TPM, Inc. contacting such employers and may be withdrawn based on the information received from such employers.]

PLEASE EXPLAIN ANY BREAKS OF 6 MONTHS OR MORE IN EMPLOYMENT HISTORY:

6. State any additional information you feel may be helpful to us in considering your application.

7. APPLICANTS STATEMENT. Please read and understand before signing.

- I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained for employment may be necessary in arriving at an employment decision. I understand that false, misleading or incomplete information given in my application or interview[s] may result in discharge. I also understand that I may be asked to furnish verification of any of the information contained in this application. I agree that TPM, Inc. shall not be liable in any respect if I am not hired or if my employment is terminated as a result of providing such false, misleading or incomplete information. If hired, I understand and agree to abide by all rules, regulations, and policies of TPM, Inc.
- I understand that I must meet the minimum qualifications for any position I am offered. I understand that if, after a trial period of 3 months, it is determined that I do not meet the minimum qualifications of any position I am offered, that my employment may be terminated and I will not hold TPM, Inc. liable for such termination.
- TPM, Inc. may request background information about you from a consumer reporting agency in connection with your employment application and for employment purposes as defined by the Fair Credit Reporting Act [FCRA] as a Consumer Report, and all inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws in including the FCRA and will be conducted by an outside agency – GoodHire, LLC, PO Box 391403 Omaha NE 68139 [1-888-906-7351; support@goodhire.com] As a result, GoodHire may obtain a Consumer Report on you as an applicant or during employment. A consumer report is a compilation of information that might affect your employability. The scope of the report may include information concerning your driving record, civil and criminal court records, credit, drug screening results, worker's compensation record, education, credentials, identity, previous employment and personal references. Should an employer rely upon a consumer report rely upon a consumer report for an adverse action, you will be provided with a copy of the consumer report and a summary of your rights.
- I have carefully read and understood the entire applicants statement as written above. I consent to the release of consumer reports and investigative consumer reports prepared by GoodHire, LLC, to TPM, Inc. and its designated representatives and agents. By my signature below, I understand that if TPM, Inc. hires me, my consent will apply, and TPM, Inc. may obtain reports throughout my employment. I also understand that information contained in my job application or otherwise disclosed by me before or during my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports. By my signature below, I authorize law enforcement agencies, learning institutions [including public & private schools and universities], information service bureaus, credit bureaus, record/data repositories, courts [federal, state, local] motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.
- I release all such parties from all liability of every kind as the result of furnishing background information to TPM, Inc. This information is to be used to assist TPM, Inc. in determining my qualifications and fitness for the position I am seeking. I hereby release TPM Inc. and its officers, agents, and employees from any liability for the use of any and all of the foregoing information, in consideration for being reviewed for the aforesaid position.
- I hereby acknowledge that I have read and understood all of the information above written and agree to the terms therein. By my signature below, I certify the information provided on this form is true and correct and will be valid for any reports that may be requested by or on behalf of TPM, Inc.

Signature of Applicant** _____ Date _____

**NOTE: Signature must contain an original signature (not a photocopy)

TPM, Inc. is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, political affiliation, national origin, age, marital status, or disability.