

EMPLOYMENT APPLICATION

ETC Management, Inc.

270 King Street • PO Box 2275 Perth Amboy, New Jersey 08861
 732-324-0300 (Office) - 732-442-5930 (Office)
 732-324-8951 (Fax)

Position(s):

- Leasing Manager Assistant Leasing Manager
 Maintenance Supervisor Maintenance Technician
 Security Other

Date Application Submitted

GENERAL INFORMATION

Name LAST FIRST MIDDLE INITIAL Phone
 Address STREET CITY STATE Cell

Are you legally eligible for employment in this country? Yes No Email

If you are under 18 years of age, can you furnish a work permit if required? Yes No If **no**, please explain:

Have you been employed by this company previously? If **yes**, please give dates and positions? Yes No

Date available for work Type of employment desired Full-time Part-time Temporary Desired salary range?

Are you able to perform the essential job functions of the position you are applying (with or without reasonable accommodation)?
 (Not designed to elicit information about an applicant's disability or necessary accommodations. These may be addressed at a later date to the extent permitted by law.)

Yes No Need more information in order to respond

If necessary for this position please provide: License # State Exp. Date

Answering "Yes" to the next question does not eliminate you from consideration. Date of offense, nature of violation and other factors will be taken into consideration.

Have you ever been convicted of, plead guilty or no contest to a crime? Yes No If **yes**, please provide date(s) and details:

How did you hear about us?

EMPLOYMENT HISTORY

Please provide the following information beginning with your most recent employer.

Employer	Phone	Month	Year	Month	Year
Street address	City	State	Dates Employed: / / to / /		
Starting job title / final job title			Compensation (Starting) <input type="radio"/> Hourly <input type="radio"/> Salary \$ / per Commission/Bonus/Other \$ / per		
May we contact your immediate supervisor? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Later					
Name	Email				
Why did you leave?					
Job responsibilities.					

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Job responsibilities.					

SKILLS AND QUALIFICATIONS

Summarize any skills, licenses, NAA or industry training and/or certificates that may assist you in performing the position you're applying for. Mark an "X" or "✓" mark in the box which applies to you.

Special Skills	Beginner	Intermediate	Expert	Computer Skills	Beginner	Intermediate	Expert
ELECTRICAL				COMPUTER SKILLS			
PLUMBING				MS WORD			
CARPENTRY				MS EXCEL			
MAINTENANCE				Other:			

Other skills/training:

EDUCATION

Please provide the following starting with your most recent accomplishments.

School (include City & State)	Years Completed	Completed	Major/Minor	GPA Class Rank
		<input type="radio"/> Diploma <input type="radio"/> GED <input type="radio"/> Other		
		<input type="radio"/> Degree		
		<input type="radio"/> Certification		
		<input type="radio"/> Diploma <input type="radio"/> GED <input type="radio"/> Other		
		<input type="radio"/> Degree		
		<input type="radio"/> Certification		
		<input type="radio"/> Diploma <input checked="" type="radio"/> GED <input type="radio"/> Other		
		<input type="radio"/> Degree		
		<input type="radio"/> Certification		

REFERENCES

Please list the names and telephone numbers of three business references who are not your relatives and did not supervise you. If no business references, list three school or personal references who are not your relatives.

Name	Title	Relationship	Phone	Email	# of Years Known

SOCIAL SECURITY NUMBER

SS#

We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

APPLICANT STATEMENT

I certify all the information provided on this employment application is complete, correct, and true.

To verify the accuracy of the information provided in this application, resume or job interview, I authorize the employer, its representatives, employees or agents to obtain necessary information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and waive all rights and claims I may have regarding the lawful gathering and use of this information in the employment process.

If hired, I reserve the right to resign at any time, with or without cause and with or without prior notice. The employer also reserves the right to terminate my employment at any time, with or without cause and with or without prior notice, except as required by law.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. No implied oral or written agreement conveying such language is valid unless it is in writing and signed by the employer's president. No supervisor or representative of the employer is authorized to make any assurances to the contrary.

As terms of my employment, I will be required to complete an I-9 form in compliance with federal immigration laws as well as provide proof of identity and legal authorization to work in the United States.

This company is an equal opportunity employer. No question on this application is used for the purpose of limiting or excluding an applicant from consideration on the basis of his or her sex, race, color, national origin, citizenship, age, disability or any other protected status under applicable federal, state or local law.

This application remains valid for 30 days only. If I have not received a response from the employer within this time period, and still wish to be considered for employment, I will have to reapply for the desired position.

If I provide any information that is found to be false, incomplete or misrepresented in any way, it will be sufficient cause to eliminate me from further employment consideration and may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I have read, fully understand and accept all terms of the Applicant Statement.

Applicant Signature

Date