

## Woodard Properties Application for Employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

### PERSONAL INFORMATION

Name: Last First Middle

Present Address: \_\_\_\_\_

Permanent Address (if different than above) \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

1. Are you legally allowed to work in the United States? \_\_\_\_Yes \_\_\_\_No

2. How were you referred to Woodard Properties? \_\_\_\_\_

### EDUCATIONAL HISTORY

School Name/Location

Year Completed

Degree/Diploma

High School \_\_\_\_\_

University/College \_\_\_\_\_

Other Post-Secondary Training \_\_\_\_\_

Other \_\_\_\_\_

**EMPLOYMENT RECORD** (please include all employment for the last 5 years)

1. \_\_\_\_\_  
Company Name Position Held  
\_\_\_\_\_  
Address Dates Employed: \_\_\_\_\_  
From To  
\_\_\_\_\_  
Manager/Supervisor Telephone  
\_\_\_\_\_  
Reason for leaving

2. \_\_\_\_\_  
Company Name Position Held  
\_\_\_\_\_  
Address Dates Employed: \_\_\_\_\_  
From To  
\_\_\_\_\_  
Manager/Supervisor Telephone  
\_\_\_\_\_  
Reason for leaving

3. \_\_\_\_\_  
Company Name Position Held  
\_\_\_\_\_  
Address Dates Employed: \_\_\_\_\_  
From To  
\_\_\_\_\_  
Manager/Supervisor Telephone  
\_\_\_\_\_  
Reason for leaving

**NOTE:** Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

\_\_\_\_\_  
(Employers Name) Reason

**PERSONAL/OCCUPATIONAL REFERENCES** (please do not include relatives or former employers)

1. \_\_\_\_\_  
Name \_\_\_\_\_ Years Known \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_  
Occupation \_\_\_\_\_
2. \_\_\_\_\_  
Name \_\_\_\_\_ Years Known \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_  
Occupation \_\_\_\_\_
3. \_\_\_\_\_  
Name \_\_\_\_\_ Years Known \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_  
Occupation \_\_\_\_\_

**WORK AVAILABILITY**

If your application receives favorable consideration, when will you be available to begin work?

\_\_\_\_\_

**SALARY/HOURLY RATE REQUIREMENTS**

If your application receives favorable consideration, what salary would you require?

\$ \_\_\_\_\_ per \_\_\_\_\_

Signature \_\_\_\_\_