

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 Rate of Pay

Reason for leaving

2. _____
Company Name Position Held

Address Dates Employed: _____
From To

Manager/Supervisor Telephone Rate of Pay

Reason for leaving

3. _____
Company Name Position Held

Address Dates Employed: _____
From To

Manager/Supervisor Telephone Rate of Pay

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 _____

DISCLOSURE STATEMENT

By this document, Woodard Properties discloses to you that the following inquiries will be made to verify social security number and to obtain information regarding candidate's motor vehicle report, credit history, and criminal record which includes screening through a sex offender search and against the Office of Foreign Assets Control (OFAC) as a result of the USA Patriot Act. This is for employment purposes as part of the pre-employment background investigation and at any time during your employment. Please provide a copy of your valid driver's license and sign below to signify receipt of the foregoing disclosure.

Candidate's Signature

Date

Candidate's Full Name (printed): _____

Candidate's Social Security #: _____

Candidate's Driver's License # & State: _____

Candidate's Date of Birth: _____

Candidate's Current Address:

Manager's Signature

Date