



Oaks Properties Employment Application

Programs, services and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.	Date of Interview (Month/Day/Year): / /
Applicant Data	
How were you referred to us?	Position Applied for:

Full Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Mobile/Pager/Other: _____ E-mail: _____

Date Available to Start: _____ Social Security #: - - Salary Requirements: _____

If you are under 18 years of age, can you provide a work permit? Yes No If no, please explain: _____

Have you ever worked for this company? Yes No If yes, when? _____

Are you legally allowed to work in the United States? Yes No

Type of employment desired? Full-time Part-time Temporary Seasonal

Have you ever pleaded guilty, no contest or been convicted of a crime? Yes No If yes, give dates and details: _____

Driver's License Number (if applicable to position): _____ State: _____

Education History

Name and Location of High School: _____ Did you graduate? _____

Name and Location of College: _____ Years Attended: _____

Degree(s) Completed: _____ Other Subjects Studied: _____

Trade, Business or Correspondence School: _____ Years Attended: _____

Subjects Studied: _____ Did you graduate? _____

Summarize Your Special Skills or Qualifications

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Previous Employment (begin with most recent position)			
Dates of Employment:	From: / /	To: / /	Position(s) Held:
Company Name:		Address:	
City:		State:	Zip:
Phone:	Supervisor:		Title:
Responsibilities:			
Starting Salary and Title:		Ending Salary and Title:	
Reason for Leaving:			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dates of Employment:	From: / /	To: / /	Position(s) Held:
Company Name:		Address:	
City:		State:	Zip:
Phone:	Supervisor:		Title:
Responsibilities:			
Starting Salary and Title:		Ending Salary and Title:	
Reason for Leaving:			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dates of Employment:	From: / /	To: / /	Position(s) Held:
Company Name:		Address:	
City:		State:	Zip:
Phone:	Supervisor:		Title:
Responsibilities:			
Starting Salary and Title:		Ending Salary and Title:	
Reason for Leaving:			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.”

Applicant Signature: _____ Date: _____

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(FOR OFFICE USE ONLY)

SITE NAME:

ACCT #:

Personal Information:

I, _____ have made application
Last Name First Middle Maiden

with _____ for _____
Company Name State Purpose

Current Address City State Zip Code

Previous Address City State Zip Code

_____/_____/_____
Date of Birth Sex Social Security Number _____
Driver's License State (_____) Home Phone

Release:

I/We authorize Rental History Reports (RHR), RealPage, Inc., Resident Check and/or the above named company to do a complete investigation of all information provided in my application for residency. I/We have personally filled in and/or reviewed all information contained within the application. I/We understand failure to complete these documents completely and truthfully may result in denial and/or forfeit of deposit. A complete investigation may include any or all of the following: credit report, verification of employment and income, criminal record search, rental history references (including MPHA), unlawful detainer/eviction investigation, identity trace, sex offender search, terrorism search, check writing history and personal interviews with all provided references. The source of the information may come from, but is not limited to: credit bureaus, banks and other depository institutions, current and former employers, federal or state records including state employment security agency records, county or state criminal records, county agencies as it relates to the applicant's eligibility, non-eligibility and/or benefit amounts received by the tenant, or other sources as required. It is understood that a photocopy or facsimile copy of this form will serve as authorization. I/We understand that I/We have a right to make a written request within 30 days to receive information pertaining to this report if I/We are not accepted based upon information contained in the report. I/We authorize the above companies to produce to the credit granter federal and state records of employment and income history, including state employment security agency records. This authorization continues in effect for one (1) year unless limited by state law, in which case, the authorization continues in effect for the maximum period not to exceed one (1) year. Notice to applications applying for a community in Minnesota: If you are charged an application fee but a consumer credit report or tenant screen report is not ordered, you are entitled to a refund of the application fee. Please circle your preferred method for return of the application fee as either 1) mail, 2) destroy it, or 3) hold for retrieval upon one business-days' notice.

Applicant Signature

Date