

EMPLOYMENT APPLICATION

Property/Location: _____

Please complete all requested information. This application is good for 90 days only. Consideration for employment after 90 days requires a new application.

Position(s) Applied For: _____	Date: _____ / _____ / _____
How did you learn about us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend
<input type="checkbox"/> Website	<input type="checkbox"/> Other (specify) _____
<input type="checkbox"/> Inquiry	

Applicant Name: _____	Phone: (____) _____ - _____
Address: _____	
City: _____	State/Zip: _____ / _____
Message Phone: (____) _____ - _____	Email: _____

GENERAL INFORMATION

Type of employment desired: Full-Time Part-Time Temporary Seasonal

Shift Preference: First (Day) Second (Evening) Third (Graveyard)

Available for: Weekends Holidays Rotating Shifts On-Call

On what date would you be available to work? _____ / _____ / _____

Do you need an accommodation to participate in the application or interview process? Yes No

Are you over 18 years of age? Yes No If no, please list your age: _____

Do you have any relatives employed by NWRECC? Yes No If yes, name of relative: _____

Have you ever worked for NWRECC before? Yes No If yes, when and where? _____

Are you legally eligible for employment in the United States? Yes No

If hired, do you have a reliable means of transportation to work? Yes No

Do you have a valid driver's license? Yes No

If yes, provide the following: State: _____ License # _____ Expiration Date: _____ / _____ / _____

Have you ever been convicted of a felony? Yes, in _____ (year) No

If yes*, please explain: _____

Have you been convicted of any other crime in the past 10 years, excluding a minor traffic offense? Yes No

If yes*, please explain: _____

*A "yes" answer will not automatically disqualify you from employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.

EDUCATION					
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete Address)	CHECK LAST GRADE/YEAR COMPLETED		MAJOR & DEGREE
High School			<input type="checkbox"/> 9	<input type="checkbox"/> 10	
			<input type="checkbox"/> 11	<input type="checkbox"/> 12	
College			<input type="checkbox"/> 1	<input type="checkbox"/> 2	
			<input type="checkbox"/> 3	<input type="checkbox"/> 4	
College			<input type="checkbox"/> 1	<input type="checkbox"/> 2	
			<input type="checkbox"/> 3	<input type="checkbox"/> 4	
College			<input type="checkbox"/> 1	<input type="checkbox"/> 2	
			<input type="checkbox"/> 3	<input type="checkbox"/> 4	
Business or Trade School			<input type="checkbox"/> 1	<input type="checkbox"/> 2	
			<input type="checkbox"/> 3	<input type="checkbox"/> 4	
Business or Trade School			<input type="checkbox"/> 1	<input type="checkbox"/> 2	
			<input type="checkbox"/> 3	<input type="checkbox"/> 4	

EMPLOYMENT HISTORY

Please fill this section out completely. Begin with your most recent employment and include all positions you have held in the last 10 years.

Company Name: _____	Address: _____
Job Description (duties, skills, equipment used): _____	
Dates of employment	Start: ___ / ___ / ___ End: ___ / ___ / ___ Starting Pay: \$ _____ Ending Pay: \$ _____
Reason for leaving: _____	
Person to Contact: _____	Phone Number: () - Cell: () -

Company Name: _____	Address: _____
Job Description (duties, skills, equipment used): _____	
Dates of employment	Start: ___ / ___ / ___ End: ___ / ___ / ___ Starting Pay: \$ _____ Ending Pay: \$ _____
Reason for leaving: _____	
Person to Contact: _____	Phone Number: () - Cell: () -

Company Name: _____ **Address:** _____

Job Description (duties, skills, equipment used): _____

Dates of employment Start: ___ / ___ / ___ End: ___ / ___ / ___ Starting Pay: \$ _____ Ending Pay: \$ _____

Reason for leaving: _____

Person to Contact: _____ Phone Number: () - Cell: () -

Company Name: _____ **Address:** _____

Job Description (duties, skills, equipment used): _____

Dates of employment Start: ___ / ___ / ___ End: ___ / ___ / ___ Starting Pay: \$ _____ Ending Pay: \$ _____

Reason for leaving: _____

Person to Contact: _____ Phone Number: () - Cell: () -

If you need additional space, please continue on a separate sheet of paper.

If you do not want us to contact any of the listed current or former employers, please list them below and state the reason you do not want each contacted.

Have you ever been discharged or asked to resign from a position? Yes No If yes, please explain below:

REFERENCES

Professional References: Give three references who are not relatives or former employers.

Name	Relationship	Address (mailing address/city/state/zip)	Phone Number / Cell Number
			() -
			() -
			() -
			() -
			() -
			() -

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with Northwest Real Estate Capital Corp. is true, complete and correct. If any information provided by me is found to be false, incomplete or misrepresented in any respect, it will be sufficient cause to cancel further consideration of this application, or immediately discharge me from Northwest Real Estate Capital Corp. service, whenever it is discovered.

I expressly authorize Northwest Real Estate Capital Corp. and its agents, without reservation, to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information regarding me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding Northwest Real Estate Capital Corp. or its agents for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that Northwest Real Estate Capital Corp. does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

Date: _____ / _____ / _____

Signature: _____

NORTHWEST REAL ESTATE CAPITAL CORP. IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, MILITARY STATUS, OR DISABILITY.

EMPLOYMENT AT NORTHWEST REAL ESTATE CAPITAL CORP. IS ON AN "AT-WILL" BASIS AND EMPLOYMENT CAN BE TERMINATED AT ANY TIME WITH OR WITH OUT CAUSE, UNLESS STATE LAW DICTATES OTHERWISE. ONLY THE VICE PRESIDENT OF OPERATIONS HAS THE AUTHORITY TO ALTER YOUR EMPLOYMENT STATUS AND/OR TO ENTER INTO AN EMPLOYMENT CONTRACT FOR A DEFINITE PERIOD OF TIME. ANY AGREEMENT ALTERING YOUR AT-WILL EMPLOYMENT STATUS MUST BE IN WRITING AND SIGNED BY THE VICE PRESIDENT OF OPERATIONS OF NORTHWEST REAL ESTATE CAPITAL CORP.

COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A OFFICE POSITION.

OFFICE SKILLS:

Please indicate skills in which you have been trained with a "T" and skills you have had experience using with an "E". Put an asterisk (*) by any in which you feel you are especially proficient. Use the comments section to explain your history with each skill. (The skills noted below are not necessarily required for all positions and all skills may not be listed)

SKILL CHECK LIST	COMMENTS
_____ Typing (WPM)	_____
_____ Copying/Scanner (Using a Printer)	_____
_____ Telephone	_____
_____ Calculator/Adding Maching	_____
_____ Filing (paper & digital)	_____
_____ Receptionist	_____
_____ Office Supply Ordering	_____
_____ Forms Typing	_____
_____ Word Processing	_____
_____ Email	_____
_____ Computer	_____
_____ Bookkeeping	_____
_____ Accounts Receivable	_____
_____ Accounts Payable	_____
_____ Sales	_____
_____ Advertising	_____
_____ Marketing	_____
_____ Office Organization	_____
_____ Public/Customer Relations	_____

PLEASE INDICATE OTHER SKILLS, INTERESTS THAT WOULD COMPLIMENT THE POSITION:

COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A MAINTENANCE POSITION.

MAINTENANCE SKILLS:

Please indicate skills in which you have been trained with a "T" and skills you have had experience using with an "E". Put an asterisk (*) by any in which you feel you are especially proficient. Use the comments section to explain your history with each skill. (The skills noted below are not necessarily required for all positions and all skills may not be listed)

SKILL CHECK LIST	COMMENTS
Replace/Adjust Sprinkler Heads	
Trimming/Pruning/Feeding/Fertilizing	
Other Landscaping	
Make New Window Screens	
Rescreen Window & Patio Door Screens in Old Frames	
Patch Screens	
Other Window Work	
Maintain & Install Water Heater	
Replace Elements & Thermostats in Water Heaters	
Flush Water Heater	
Sweat Copper Lines	
Replace HVAC Thermostats	
Replace Baseboard Heaters	
Clean A/C Coils	
Install Oven & Stove Top Heating Elements	
Partial Range Rewire	
Install Range/Range Hood/Dishwasher/Refrigerator	
Install Oven Thermostat and/or Timer	
Patch Refrigerator Interior/Replace Door Gasket	
Defrost Refrigerator's Freezer Section	
Replace Refrigerator/Freezer Thermostats	
Unstick Disposal	
Disassemble/Reassemble and/or Rewire Disposal	
Replace Disposal Gasket and/or Install Disposal	
Repair/Replace Faucet & Fixture Cartridges/Seats	
Replace Water Shut-Off Valves	
Repair/Replace Toilet (flush & fill valves, flapper, etc.)	

