

STOUT MANAGEMENT COMPANY APPLICATION FOR EMPLOYMENT

DS Approval: _____
Pay Rate: _____
Start Date: _____

An Equal Opportunity Employer

PLEASE PRINT. ANSWER ALL QUESTIONS (required for consideration).

Today's Date: _____
Position applying for: _____
Desired rate of pay: _____
Date Available: _____
How did you find us _____

Preferred location:

North South East West Henderson Green Valley Lakes Any

PERSONAL DATA

Name: _____
Last First Middle Initial

Address: _____

Telephone Number: _____
Day Evening

Have you ever been convicted of a felony/misdemeanor, pled guilty or no contest to a felony/misdemeanor to include a suspended imposition of sentence? Yes No If yes, give details indicating dates, nature and place of the offense and the current status. (NOTE: A conviction will not necessarily disqualify you from the job for which you are applying.)

Are you aware of any limitations or problems that would preclude you from satisfactorily performing the essential functions of the job for which you are applying? Yes No If yes, please explain.

Do you agree to submit to a pre-employment drug test? Yes No

Are there any hours, shifts or days you will not work? Yes No If yes, please explain:

Are you related to anyone currently employed by Stout Management? Yes No

If yes: Name: _____ Relationship: _____
Property: _____ Position: _____

EDUCATIONAL DATA

School	Name, City, State	Years Completed	Degree	Course of Study
High School				
College				
Graduate School				
Trade School				

EMPLOYMENT EXPERIENCE

LIST ALL POSITIONS FOR PAST TEN (10) YEARS – (most recent job first). Account for all time periods including unemployment, self-employment and military service. Request Additional sheets if needed.

Employer: _____ Dates Employed: From: _____ To: _____

Address: _____

Immediate Supervisor: _____ Telephone No.: _____

Job Title: _____ Hourly Rate/Salary: _____

Work Performed: _____

Reason for Leaving: _____

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Employer: _____ Dates Employed: From: _____ To: _____

Address: _____

Immediate Supervisor: _____ Telephone No.: _____

Job Title: _____ Hourly Rate/Salary: _____

Work Performed: _____

Reason for Leaving: _____

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Employer: _____ Dates Employed: From: _____ To: _____

Address: _____

Immediate Supervisor: _____ Telephone No.: _____

Job Title: _____ Hourly Rate/Salary: _____

Work Performed: _____

Reason for Leaving: _____

EMPLOYMENT HISTORY

May we contact your present employer? Yes No Previous Employers? Yes No

Have you filed an application here before? Yes No If yes, give date: _____

Have you ever been employed here before? Yes No If yes, give date/position: _____

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

During the past year, about how many days were you late for work? 0 1-4 5-10 10+

During the past year how many times were you subject to disciplinary action (verbal warnings, written warnings, suspensions, etc.) _____

SKILLS DATA

Computer Skills:

Word	<input type="checkbox"/> None	<input type="checkbox"/> Beginning	<input type="checkbox"/> Intermediate.	<input type="checkbox"/> Expert
Excel	<input type="checkbox"/> None	<input type="checkbox"/> Beginning	<input type="checkbox"/> Intermediate.	<input type="checkbox"/> Expert
Publisher	<input type="checkbox"/> None	<input type="checkbox"/> Beginning	<input type="checkbox"/> Intermediate.	<input type="checkbox"/> Expert
Outlook	<input type="checkbox"/> None	<input type="checkbox"/> Beginning	<input type="checkbox"/> Intermediate.	<input type="checkbox"/> Expert
Rent Roll	<input type="checkbox"/> None	<input type="checkbox"/> Beginning	<input type="checkbox"/> Intermediate.	<input type="checkbox"/> Expert
AMSI	<input type="checkbox"/> None	<input type="checkbox"/> Beginning	<input type="checkbox"/> Intermediate.	<input type="checkbox"/> Expert

Additional Computer Skills: _____

Language Skills: *(List any languages in which you are fluent).* _____

Professional Licenses, Registrations, Certifications: _____

REFERENCES

List three persons that are professional references (people you have worked for or with)

Name	Title/Occupation	Company Name	Telephone No.
			()
			()

PLEASE READ AND SIGN

Notice to Applicants

This company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, sexual orientation, marital status or other legally protected class. We assure you that your opportunity for employment with us depends solely upon your qualifications.

1. I certify that the information contained in this application is true and complete to the best of my knowledge and understand that any misrepresentation or omission of facts is grounds for refusal to hire, or, if hired, dismissal.
2. I acknowledge my understanding that as a matter of Company policy, all employment is on an "at-will" basis. This means that if I am hired, there is no agreement between the Company and me for a definite period of employment and that my employment may be terminated by the Company or by me at any time for any reason without prior notice or cause. I understand and agree that this statement of policy constitutes the entire agreement between the Company and me regarding the duration of my employment and that neither this agreement nor the "at-will" nature of my employment relationship with the Company may be altered, amended, modified, or otherwise changed, except in writing which has been approved and signed by the President of the Company.
3. I hereby authorize the Company to request each employer, person, company or school named in my employment Application to answer all questions that may be asked and to give all information that may be sought in connection with my work habits, character, skill or action in any transaction, and hereby authorize any persons or organizations referenced in the Application to provide the Company with any and all information concerning my previous or current employment, education or other information they might have, personal or otherwise. Any information obtained by the Company from any source will be held confidential by the Company from all persons and even against any demand made by me, except as required by law. I understand that any offer of employment is contingent upon a successful background check. If there is any additional information relative to a change of name, nickname, etc. that would be necessary to conduct background or reference checks, please give the name and dates the name was used.
4. I understand that any offer of employment may be subject to satisfactory completion of a pre-employment drug/alcohol test. A blood test, hair test, urine screen, or any other drug/alcohol screen may be required of any time pursuant to Stout Managements substance abuse policy and as permitted by applicable law. I acknowledge and agree that the pertinent results of such post-offer, pre-employment, drug/alcohol physical examinations may be used to make decisions affecting my employment application and/or continued employment, as applicable.
5. I hereby release all parties from any liability for any damage caused or claimed to have been caused by giving and receiving opinions as to my current, employment and character, and if I am offered employment, the results of any drug/alcohol test, and/or physical or medical examination designed to determine my ability to perform the essential functions (with or without reasonable accommodation) of the position for which I have applied.
6. I acknowledge that no officer, agent or employee of the Company has made any representations or promises to me concerning the length, duration, kind, character or nature of employment or compensation which may be offered to me, and I further agree that I have not and shall not base any decision to relocate my residence upon any representations of such a nature. I understand and agree that if I am employed: (a) such employment shall be for an indefinite period of time; (b) the company can change and may change my wages and benefits, or other conditions of employment (exclusive of my at-will employment status) at any time; and (c) I shall comply with all rules, regulations and policies, procedures of the Company and I understand these rules, regulations and/or policies may be altered, withdrawn, modified or amended at any time at the sole option of the Company, with or without prior notice to me, again, with the sole exception of the Company's at-will employment policy which I acknowledge is non-modifiable.
7. I further understand that my application will remain active for 90 days from the date it was completed, and that, if I am not offered employment within 90 days and wish to be considered for employment after the 90 day period has expired, I must reapply.

Applicant Signature: _____ Date: _____

Printed Name of Applicant: _____