

APPLICATION FOR EMPLOYMENT D. & S. PROPERTY MANAGEMENT

An Equal Opportunity / Affirmative Employer

D. & S. Property Management appreciates receiving this application. It will be given careful consideration and will remain active for 60 calendar days. Please ask if you need assistance in completing any portion of the application.

D. & S. Property Management does not discriminate in employment on the basis of race. Color, religion, national origin, sex, age, marital, or veteran status or the presence of a non-job related physical or medical condition or handicap. No question on the application is intended to secure information to be used for such discrimination.

SECTION I: GENERAL INFORMATION

Position Applying For:	Date of Application	
Full Name	Telephone Number	
Address	Cell Phone Number	
City, State, Zip Code	Social Security Number	Email Address

SECTION II: APPLICATION INFORMATION

How were you referred to us?	Have you submitted an application here before? ___ Yes ___ No Date: _____	
Please list any relative currently employed at D. & S. and relationship.	Have you ever been employed here before? ___ Yes ___ No Date: _____	
If necessary, best time to contact you at home:	May we contact you at work? ___ Yes ___ No	If yes, work number and best time to call
Date Available for work	What is your desired salary range?	(Circle One) Hr/Mo/Yr
Type of employment desired ___ Full-Time ___ Part-Time		
Are there any days or hours you would not be able to work?		
Preferred Location / Area: ___North OKC ___South OKC ___Norman ___Edmond ___Any Location		

In order to be considered an applicant with our organization, you must be. (1) at least eighteen years of age; (2) legally eligible for employment in the United States; and (3) bondable. To be bondable includes, without limitation, that you have not committed any act involving fraud or dishonesty and that you have never been denied a bond.

Are you bondable? ___Yes ___ No Have you ever been denied a bond? ___Yes ___No.

Have you ever been convicted of a felony? ___Yes ___No? If yes, states where, when and nature of offense: (Note: Information regarding conviction records will not necessarily bar applicant from employment, unless so required by law. Information will be reviewed in light of duties relating to job sought).

SECTION III: EMPLOYMENT HISTORY (Complete even if resume is attached)

Present or Last Employers Name	Date Employed (Month & Year) From _____ To _____	
Nature of Business	Salary Starting	Ending
Address (Street)	(City, State, Zip)	Area Code & Phone
Name & Title of Supervisor	May we contact?	
Your Position Title	Reason for leaving:	
Special Skills, Knowledge, or Experience acquired:		

Preceding Employers Name	Date Employed (Month & Year) From _____ To _____	
Nature of Business	Salary Starting	Ending
Address (Street)	(City, State, Zip)	Area Code & Phone
Name & Title of Supervisor	May we contact?	
Your Position Title	Reason for leaving?	
Special Skills, Knowledge, or Experience acquired:		

Preceding Employers Name	Date Employed (Month & Year) From _____ To _____	
Nature of Business	Salary Starting _____	Ending _____
Address (Street)	(City, State, Zip)	Area Code & Phone
Name & Title of Supervisor	May we contact?	
Your Position Title	Reason for leaving?	
Special Skills, Knowledge, or Experience acquired:		

Other Skills or Knowledge:

SECTION IV : EDUCATIONAL BACKGROUND

SCHOOL	INSTITUTION / CITY / STATE	DATE(S) / DEGREE
HIGH SCHOOL	GRADUATE ___ Yes ___ No	
College / University	Years Completed ___ 1 ___ 2 ___ 3 ___ 4	
Comments:		

SECTION V : SKILLS & PROFESSIONAL DEVELOPMENT AND TRAINING
(Only fill in this portion if you are applying for a Leasing or Management Position)

List skill areas you use and mark your knowledge level (B) Beginner, (I) Intermediate, (A) Advanced

Typing _____	Customer Service _____
Leasing _____	Property Management _____
Computer Skills _____	Yardi Computer Program _____
Advertising _____	Business and Office Skills _____
Landlord Tenant Laws _____	FED Court _____
Collections _____	Section 8 _____
Tax Credit _____	

Special Qualifications (List any additional skills you feel add value)

SECTION VI : SKILLS & PROFESSIONAL DEVELOPMENT AND TRAINING
(Complete this section if you are applying for Maintenance or House Keeping Positions)

List skill areas you use and mark your knowledge level (B) Beginner, (I) Intermediate, (A) Advanced

Plumbing _____	Electrical _____
HVAC _____	Pool Maintenance _____
Make Ready _____	Carpentry _____
Painting _____	Cleaning _____
Organization _____	Housing Inspection Qualifications _____

Other:

Special Qualifications and / or Licenses: _____

SECTION VII: Applicant Statement

I certify that the statements indicated herein are true and correct to the best of my knowledge and I understand that falsification or omission of any information could result in disciplinary action including possible termination of any employment.

I acknowledge the fact that the application of Employment will be active for 60 days; after this time period I must reapply for further consideration.

I understand that any offer of employment may be contingent upon a satisfactory credit and criminal record.

This Application for Employment is not a contract and cannot create a contract. If employed by D. & S. Property Management, I agree to abide by the rules and regulations. I understand that my employment with D. & S. Property Management would be "AT - WILL" and could be terminated at any time by either party, with or without notice.

This understanding supercedes all prior agreements and representations, and any subsequent understanding which affects this arrangement must be in writing and signed by the Human Resources Director.

Thank you for your interest in employment at D. & S. Property Management. Your opportunity for employment will be based only on your qualifications. Documentation of your identity upon employment must be provided as required by the Immigration Reform and Control Act of 1986.

D. & S. Property Management is committed to providing a healthy, comfortable, and productive environment for all employees.

OUR OFFICES ARE ENTIRELY SMOKE - FREE.

Signature

Date

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Office Location	Monthly or Hourly Rate	Hire Date
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Title	Position
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Other information or Comments

**D. & S. PROPERTY MANAGEMENT
11317 SOUTH WESTERN SUITE 200
OKLAHOMA CITY, OK 73170
(405) 691-0740**

**AUTHORIZATION TO OBTAIN CREDIT REPORT
INFORMATION FROM OUTSIDE SOURCE**

By signing this document, I authorize D. & S. Property Management to obtain information regarding my creditworthiness, standing, or capacity, character, general reputation, personal characteristics, or mode of living from any outside source that regularly provides such information. I understand that D. & S. Property Management may use information from such a report in making a decision regarding my employment.

Print Name

Signature

Address

Social Security Number _____

Birthdate _____

Date _____

**D & S PROPERTY MANAGEMENT
11317 SOUTH WESTERN SUITE 200
OKLAHOMA CITY, OK 73170**

NOTICE REQUIRED UNDER OKLAHOMA LAW

It is the policy of D & S Property Management that in connection with your application for employment, or if you become an employee, in connection with your employment D. & S. Property Management may access your credit report.

I understand that under Oklahoma Law, I have the right to receive a free copy of my credit report from the credit reporting agency if a credit report is obtained in connection with my application for employment or for any other employment purposes. If a credit report is not obtained, I understand that I will not receive a copy.

I do not wish to receive a copy of my credit report.

If a credit report is obtained, please have a free copy sent to me.

Print Name _____

Signature _____

EMPLOYER SECTION

No credit obtained

Credit Report Obtained

(Attach applicant's Identifying information or complete form below)

Date _____

Requested by _____

Social Security Number _____

Present Address _____

Former Address _____

**D & S PROPERTY MANAGEMENT
11317 SOUTH WESTERN SUITE 200
OKLAHOMA CITY, OK 73170**

CRIMINAL RECORDS WAIVER

I, the undersigned do hereby authorize D & S Property Management to examine ant and all criminal records and arrests on file in all counties in the State of Oklahoma or any other state. In doing so, I understand that I am waiving my right of confidentiality concerning my criminal history. I further understand the information obtained by D. & S. Property Management may be released to those involved in the hiring process and that D. & S. Property Management has the right to release such information.

Applicants Signature

Applicants Printed Name

Drivers License Number

Social Security Number

Street Address

City, State, and Zip Code

Birthdate

Date