

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER
APPLICATION FOR EMPLOYMENT**

Perrel Management Company, Inc.

P. O. Box 160

Suffolk, Virginia 23439

PART A

Perrel Management Company, Inc. is an equal opportunity employer. In all our employment practices, including hiring, we are firmly committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state or federal law. Applicants requiring reasonable accommodation to the application and/or interview process should notify the manager of the Community concerned.

ANSWER ALL QUESTIONS. INCOMPLETE APPLICATIONS WILL BE REJECTED. PLEASE PRINT AND USE BLACK INK.

General Information:

Name of Apartment Community: _____

Position desired: _____ Full Time: _____ Part Time: _____

NAME _____ Soc. Sec.# _____ Date of Birth _____
Last First Middle

ADDRESS _____
Number Street City State ZIP

TELEPHONE NUMBER: Home () Business ()

Would you be known to any employer, school or reference by another name? Yes _____ No _____

If yes, indicate what name _____

If you are under 18 years in age and it is required, can you furnish a work permit? Yes _____ No _____

If no, please explain: _____

Are you legally eligible for employment in this country? Yes _____ No _____

What wage/salary do you expect? \$ _____. If hired, when could you start work? _____

Are you willing to work flexible hours, which could include weekends and/or overtime? Yes _____ No _____

Are you able to meet the attendance requirements of the position? Yes _____ No _____

Have you ever been bonded? Yes _____ No _____

Names of friends or relatives working at Perrel Management Company, Inc. (List name and relationship) _____

The following question asks about previous Perrel Management Company employment. If you have ever worked for the company at ANY location even for one day, please mark yes." Failure to indicate previous employment may cause future termination or not allow us to consider you for employment based on falsification of employment information.

Have you ever been employed by Perrel Management Company before? Yes _____ No _____ If yes, when and where?

The following question asks about convictions for crimes or service of probation resulting from criminal charges. If you have ever been convicted (no matter the year) please list this information. Failure to indicate this information may cause future termination or not allow us to consider you for employment.

Have you ever been convicted of a crime (misdemeanors or felonies including any guilty, no contest or similar pleas) or served probation (as result of deferred prosecution, pretrial intervention, or other similar agreement)? Yes _____ No _____

If "yes," give all details: (A "yes" answer does not automatically disqualify you from employment; all circumstances will be considered.)

Are you currently on layoff status, leave of absence or other suspension of employment and subject to recall with another employer? Yes _____ No _____ If "yes", give all details: _____

Are there restrictions on the hours or days of the week that you are available for work? Yes _____ No _____. Yes If "yes", when are you available? _____

Have you ever been discharged (or terminated) by a former employer? Yes _____ No _____ If "yes," explain: _____

Driver's license number, if driving is an essential job function: # _____ State: _____

REFERENCES: EMPLOYMENT AND PERSONAL

NAME	ADDRESS	TELEPHONE		EMPLOYER
		BUSINESS	HOME	
		BUSINESS	HOME	
		BUSINESS	HOME	
		BUSINESS	HOME	

EDUCATION:	Name and Address of School	GRADUATED		Degree/ Diploma/ Major
		YES	NO	
High School				
College				
Graduate School				
Other				

EMPLOYMENT RECORD: List each job held. Start with your present or last employer first. Include military service. Explain any gaps.

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

Job Title: _____ Date Employed – From: _____ To: _____
 Employer: _____ Address: _____ Telephone: _____
 Hourly Rate or Wage: Starting: \$ _____ per _____. Ending: \$ _____ per _____
 Summarize the type of work performed and job responsibilities: _____

Reason for leaving: _____
 May we contact for reference? Yes _____ No _____ Later _____
 Comments: _____

 Job Title: _____ Date Employed – From: _____ To: _____
 Employer: _____ Address: _____ Telephone: _____
 Hourly Rate or Wage: Starting: \$ _____ per _____. Ending: \$ _____ per _____
 Summarize the type of work performed and job responsibilities: _____

Reason for leaving: _____
 May we contact for reference? Yes _____ No _____ Later _____
 Comments: _____

 Job Title: _____ Date Employed – From: _____ To: _____
 Employer: _____ Address: _____ Telephone: _____
 Hourly Rate or Wage: Starting: \$ _____ per _____. Ending: \$ _____ per _____
 Summarize the type of work performed and job responsibilities: _____

Reason for leaving: _____
 May we contact for reference? Yes _____ No _____ Later _____
 Comments: _____

AGREEMENT

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN IN THE SPACE PROVIDED:

I hereby certify that the facts set forth in this employment application (and accompanying resume, if any) are true and complete to the best of my knowledge, and I agree and understand that any misrepresentation or falsification of information or failure to disclose information during the employment application process may disqualify me from further consideration for employment and, if employed, will subject me to dismissal. I further certify that I am a true and bona fide job applicant honestly interested in working in the position(s) for which I have applied, and am seeking employment with this company solely to provide me with the benefits of a job and for no other purpose.

This application is current only for 60 days. At the conclusion of this time, if I have not heard from the Company and still wish to be considered for employment, I understand that it will be necessary for me to submit a new application.

I understand that in connection with my application for employment an inquiry into my background may include an investigative consumer report, which provides applicable information concerning character, general reputation, personal characteristics and standard of living. I understand that I have the right to make a written request within a reasonable period of time for information as to the nature and scope of any such report.

If employed, I agree to conform to all Company rules and regulations. In this regard, I understand that the Company may, at its discretion, conduct searches of any Company or personal property, and I hereby consent to any such search. I also understand and agree that if employed, my employment is for an indefinite period of time, that either the Company or I may terminate my employment at will at any time, with or without cause or notice. I hereby disclaim the existence of any contract of employment, either expressed or implied.

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. Perrel Management Company 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 local, state or federal law.

This Agreement contains and represents the entire agreement between Perrel Management Company and me concerning the topics discussed herein. There are no oral or collateral agreements of any kind concerning such topics. I further understand and agree that this Agreement cannot be orally modified and that any subsequent modification of this Agreement including the at-will status of my employment must be in writing and duly executed by the Company President or his or her designee.

AUTHORIZATION TO RELEASE INFORMATION: I agree and understand that Perrel Management Company and its agents may investigate or seek information concerning my background and/or previous employment, whether of record or not. I further agree and understand that if employed, the Company may at any time seek any information from whatever source, which in its discretion, it deems relevant to my employment. Accordingly, I hereby authorize the previous employers and references listed in my application, or any other source contacted by the Company to give the Company any and all information concerning my previous employment, or any other information they may have, personal or otherwise. I hereby release the Company and its agents, and previous employers, and any other persons or entities whatsoever involved in such an investigation or inquiry from all liability of any kind, including any damages on account of the furnishing of such information.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of Perrel Management Company, other than an authorized officer, has the authority to make any assurances to the contrary.

NO DRUG USE POLICY: Perrel Management Company does not hire persons who use illegal drugs. All persons seeking employment or employed at Perrel Management Company may be required to take and pass a screen for illegal drugs, and may be subject to periodic tests for illegal drugs. I hereby voluntarily consent to provide a urine specimen (or blood specimen as required for alcohol testing only) at a collection facility designated by Perrel Management Company, and further consent to have the specimen tested at a laboratory selected by Perrel Management Company. I hereby certify that I (check one) do _____ or do not _____ use illegal drugs.

Signature _____

Date _____

APPLICANTS UNDER 18 YEARS OF AGE

I understand that since I am under 18 years of age the foregoing consent and authorization should be approved by my parent/legal guardian. Signature by my parent/legal guardian constitutes such approval. Signature by my parent/legal guardian also represents acknowledgement that Perrel Management Company has the authority to drug test me (if employed) in accordance with the company's Fit For Duty policy at any time during my employment.

Parent Legal Guardian Signature

Date _____

This form is not intended to be substituted for legal advice nor does it constitute a guarantee of compliance with appropriate statutes or regulations.