



**THOMPSON MICHIE COMMUNITIES**  
APPLICATION FOR EMPLOYMENT

**APPLICANT INFORMATION:**

\_\_\_\_\_  
Last Name First Name Middle Initial

\_\_\_\_\_  
Current Address City State Zip

\_\_\_\_\_  
Home Phone # Cell Phone # Daytime Phone #

\_\_\_\_\_  
Social Security # Driver's License # State of Issue

\_\_\_\_\_  
Person to Contact in Case of Emergency Relationship Phone #

List the cities where you have lived for the **past five years**

Are you at least 18 years of age?  Yes  No If no, a work permit is required.  
 Are you legally eligible for employment in the U.S.?  Yes  No  
 Have you ever been denied a fidelity bond?  Yes  No If yes, explain: \_\_\_\_\_  
 Have you ever been charged with a crime?  Yes  No If yes, explain: \_\_\_\_\_  
 Have you ever been employed by us before?  Yes  No If yes, when? \_\_\_\_\_  
 Are you related to anyone who currently works for us?  Yes  No If yes, who? \_\_\_\_\_

**EMPLOYMENT HISTORY: (5 Year History)**

May we contact your current employer about this application?  Yes  No

\_\_\_\_\_  
**Current Employer** Position

\_\_\_\_\_  
Supervisor Phone # Start Date

\_\_\_\_\_  
**Former Employer** Position

\_\_\_\_\_  
Supervisor Phone # Start Date

\_\_\_\_\_  
Reason For Leaving End Date

\_\_\_\_\_  
**Former Employer** Position

\_\_\_\_\_  
Supervisor Phone # Start Date

\_\_\_\_\_  
Reason For Leaving End Date

**EMPLOYMENT POSITION AND SKILLS:**

\_\_\_\_\_  
Position You Are Applying For Date You Can Start

Type of Employment Desired:  Full-Time  Part-Time \_\_\_\_\_ hours per week  
 Temporary  Seasonal

Highest Degree of Schooling Completed:  High School / GED  Associate  BS / BA  Graduate \_\_\_\_\_  
 Technical/Trade School Certification \_\_\_\_\_

Name of Last School Attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Please mark all of the areas where you have skills, experience, certification or licensing:

Business Office / Leasing \_\_\_\_\_ Service / Other \_\_\_\_\_

- |   |   |                                       |                                     |   |
|---|---|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> MS Word          | <input type="checkbox"/> OneSite (RealPage) | <input type="checkbox"/> Plumbing     | <input type="checkbox"/> Electrical | <input type="checkbox"/> Drywall          |
| <input type="checkbox"/> MS Excel         | <input type="checkbox"/> RentRoll           | <input type="checkbox"/> Painting     | <input type="checkbox"/> Concrete   | <input type="checkbox"/> Asphalt          |
| <input type="checkbox"/> MS Access        | <input type="checkbox"/> AMSI               | <input type="checkbox"/> Tile / Vinyl | <input type="checkbox"/> Locks      | <input type="checkbox"/> Pool Maint.      |
| <input type="checkbox"/> MS Presentations | <input type="checkbox"/> MRI                | <input type="checkbox"/> Roof Repair  | <input type="checkbox"/> A/C Repair | <input type="checkbox"/> Appliance Repair |
| <input type="checkbox"/> MS Publisher     | <input type="checkbox"/> Yardi              | <input type="checkbox"/> Cleaning     | <input type="checkbox"/> Grounds    |   |
| <input type="checkbox"/> WordPerfect      | <input type="checkbox"/> Other _____        |                                       |                                     |   |

- |   |  |
|---|--|
| <input type="checkbox"/> Leasing Experience   | <input type="checkbox"/> EPA Refrigerant Handling Certification                                    |
| <input type="checkbox"/> Marketing Experience   | <input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Type III |
| <input type="checkbox"/> Accounting / Book Keeping Experience                                       | <input type="checkbox"/> C.P.O.  |
| <input type="checkbox"/> Training Experience  | <input type="checkbox"/> C.A.M.T.  |
| <input type="checkbox"/> Other Experience _____   | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> C.C.I.M. <input type="checkbox"/> C.A.M. <input type="checkbox"/> A.R.M.   |  |
| <input type="checkbox"/> C.P.M. <input type="checkbox"/> C.A.P.S. <input type="checkbox"/> N.A.L.P. |  |
| <input type="checkbox"/> Real Estate Sales License  |  |
| <input type="checkbox"/> Real Estate Broker License   |  |

Please summarize any additional training or skills which you possess that relate to this position.

**DISCLOSURE, CERTIFICATION AND RELEASE: (Please read carefully)**

**DISCLOSURE**

Applicants will be treated fairly without regard to race, color, religion, sex, national origin, disability, age or other protected status as required by law. Applicants requiring assistance with the application and/or interview process should request assistance from the supervisor at the location. I understand that this is a preliminary application and is not a contract or offer to employ me.

I expressly understand that, in the event of my employment with Thompson Michie Communities (the "Company"), my employment shall be completely voluntary, for an indefinite term, and **AT-WILL** and may be terminated by myself or by the Company at any time for any reason or for no reason, with or without cause or advance notice. I further understand that, in the event of my employment with the Company, my status as an employee-at-will may not be changed or modified (1) by any oral representation to the contrary, whether made during the application process or made during my employment with the Company, (2) by any practice or procedure of the Company or in the industry, and/or (3) by any policy manual or other document issued by the Company except by a written employment contract executed by the President of the Company and myself that pertains solely to my employment and that specifically revokes the employment-at-will relationship.

I understand that, as a condition of my employment, I will be required to use direct deposit to receive my wages. In the event that the Company advances me money or other things of value or I otherwise become indebted financially to the Company, I agree to repay the Company and also agree that any wages due me upon termination may be offset by payroll deduction for any such monies due the Company.

**CERTIFICATION**

All of the information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or, if employed, may result in termination of my employment.

**RELEASE**

I understand that the information in this application may be used, and my previous employers may be contacted, to investigate my work history and to aid in the decision to employ me. I hereby authorize any employer, person, firm or corporation to answer any and all questions and agree to hold harmless all persons and companies for giving any and all truthful information within their knowledge or records for the purpose of determining my employment eligibility. Further, I authorize the release of a comprehensive background and criminal check and I understand that, when asked, I must provide my date of birth in order to initiate the check.

I hereby agree to submit to a drug screening test. The drug test method will be determined by the Company at its sole discretion. I understand that the Company is committed to a "drug free" work environment and will not employ me if my drug test results are positive. I understand that the Company conducts random drug tests and that my employment may be terminated for a positive drug test result or for refusal to be tested.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

When completed, please fax to Human Resources (801) 596-1831.