



# EMPLOYMENT APPLICATION

Please print legibly and complete the entire application.

Date: \_\_\_\_\_

## PERSONAL INFORMATION

Last Name	First Name(s)	Middle Initial
Residence Address (Street Address, City, State Zip Code)		
Mailing Address (Street Address, City, State Zip Code) – if different from Residence Address		
Telephone Number	Drivers License State & Number	Social Security Number
Date Available to Start	Desired Position	

Circle YES or NO to answer the following questions and PROVIDE DETAILS where necessary.

If you are under 18 years of age, can you provide a valid work permit upon commencement of employment? YES / NO

Are you a United States citizen or do you have a valid permit to work in the United States? YES / NO

*All offers of employment are conditioned upon the receipt of satisfactory evidence of an employee's identity and legal authority to work in the United States.*

Is there any reason why you would be unable to safely perform any of the duties of the position for which you have applied? YES / NO

Are you willing to work overtime if requested to do so? YES / NO

Have you missed any work during the last six months? YES / NO

If so, how much?

Are you now, or do you expect to be engaged in any other business or employment? YES / NO

If yes, please explain:

\_\_\_\_\_

Are there any other name(s) under which we might find employment/educational information? YES / NO

If yes, please provide the name(s):

Have you ever been convicted of a crime other than traffic tickets or other infractions? YES / NO

Conviction is not an automatic bar to employment. If yes, please explain:

How did you hear about this position?

EMPLOYMENT EXPERIENCE

Beginning with your most recent position, please fully account for all of your time, including periods of unemployment, even if you have submitted a resumé which includes this information.

Company Name		From	To
Street Address			Start/End Pay
City, State Zip Code		Duties	
Telephone Number	Reason for Leaving		
Title		Brokers: Provide Average Sales Volume	

Company Name		From	To
Street Address			Start/End Pay
City, State Zip Code		Duties	
Telephone Number	Reason for Leaving		
Title		Brokers: Provide Average Sales Volume	

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Company Name		From	To
Street Address			Start/End Pay
City, State Zip Code		Duties	
Telephone Number	Reason for Leaving		
Title		Brokers: Provide Average Sales Volume	

**EDUCATION**

Please account for your secondary, undergraduate, post-graduate and vocational education.

Institution	City, State	Number of Years	Did You Graduate?	Degree/Major
High School / GED				
College				
Other				
Other				
Other				

**REAL ESTATE EXPERIENCE**

Please attach photocopy of current real estate license.

Current Real Estate License #	Expiration Date	Year First Licensed
Current Memberships (AIR CRE, SIOR, ICSC, IREM, Board of Realtors, etc.,)		
Any Disciplinary Actions Addressed by the California Department of Real Estate		
Property Management Experience	Sales/Leasing Experience	

Is there anything else that you would like us to take into consideration?

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**COMPUTER SKILLS**

Please indicate your experience in each of the following areas (Y or N).

Yardi	YES / NO	Microsoft Word	YES / NO
MRI	YES / NO	Microsoft Excel	YES / NO
Mailchimp	YES / NO	PowerPoint	YES / NO
Social Media	YES / NO	InDesign	YES / NO
AIR CRE Listings	YES / NO	Photoshop	YES / NO
CAR Winforms	YES / NO	QuickBooks	YES / NO
AIR CRE Contracts	YES / NO	CoStar	YES / NO
Loopnet	YES / NO	Google Docs	YES / NO

Is there anything else that you would like us to take into consideration?

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**PROFESSIONAL REFERENCES**

Please provide the requested information for at least three people for or with whom you have worked.

Full Name	Current Employer	Your Professional Relationship
Telephone Number	Current Title	How long has reference known you?
Full Name	Current Employer	Your Professional Relationship
Telephone Number	Current Title	How long has reference known you?
Full Name	Current Employer	Your Professional Relationship
Telephone Number	Current Title	How long has reference known you?

**CERTIFICATION AND ACKNOWLEDGMENT**

I hereby certify that all information which I provide to GM Properties, Inc., (GMP), on this Application, my resumé and all other materials (including, without limitation, interviews and discussions) ("Applicant Information") is correct and complete to the best of my knowledge. I hereby acknowledge my understanding and agreement that, if I receive an offer of employment from GMP, falsification or omission of any Applicant Information may be considered sufficient cause for immediate termination, and that GMP shall not be liable in any respect if my employment is terminated because of any falsification or omission of any Applicant Information.

I hereby authorize all business entities, academic institutions and persons referred to in the Applicant Information to provide any and all information regarding my employment, character and qualifications to GMP. I hereby release such business entities, academic institutions and persons from any liability for any damage that may result from having provided such information. I hereby acknowledge my understanding and agreement that GMP may make any offer of employment contingent upon the results of such reference checks, skills/aptitude testing and/or a comprehensive background check, understand that I may obtain a copy of the latter, and release any entity providing same from liability therefore.

I hereby acknowledge my understanding and agreement that, if I receive an offer of employment from GMP, I will abide by all of its policies and procedures. I hereby acknowledge my understanding and agreement that, unless otherwise defined by applicable law, any employment relationship into which I may enter with GMP is of an "at will" nature, which means that I may resign from GMP at any time and for any reason and that GMP may terminate my employment at any time with or without cause. I hereby acknowledge my understanding and agreement that such "at will" employment relationship may not be changed by any conduct, verbal exchange, written document or other action or communication unless such change is specifically acknowledged in writing by GMP's Chief Operating Officer.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

GM Properties is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, disability or any other characteristic protected by applicable state or federal civil rights laws. GM Properties gives all qualified applicants equal opportunity and bases all selection decisions on job-related factors.