



**Employment History**

Please list below all present and past employment, start with the most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

\_\_\_\_\_  
Name of **Current** Employer

\_\_\_\_\_  
Type of Business

\_\_\_\_\_  
Telephone Number (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Your Immediate Supervisor's Name

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

Employed Since: \_\_\_\_\_ to \_\_\_\_\_

Rate of Pay: \_\_\_\_\_  
starting current

\_\_\_\_\_  
Your Position and Duties

\_\_\_\_\_  
Reason for Leaving

**May we contact your employer as a reference?**  yes  no

\_\_\_\_\_  
Name of **Prior** Employer

\_\_\_\_\_  
Type of Business

\_\_\_\_\_  
Telephone Number (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Your Immediate Supervisor's Name

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

Employed Since: \_\_\_\_\_ to \_\_\_\_\_

Rate of Pay: \_\_\_\_\_  
starting ending

\_\_\_\_\_  
Your Position and Duties

\_\_\_\_\_  
Reason for Leaving

**May we contact your employer as a reference?**  yes  no

\_\_\_\_\_  
Name of **Prior** Employer

\_\_\_\_\_  
Type of Business

\_\_\_\_\_  
Telephone Number (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Your Immediate Supervisor's Name

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

Employed Since: \_\_\_\_\_ to \_\_\_\_\_

Rate of Pay: \_\_\_\_\_  
starting ending

\_\_\_\_\_  
Your Position and Duties

\_\_\_\_\_  
Reason for Leaving

**May we contact your employer as a reference?**  yes  no

**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and this company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

## Preliminary Maintenance Interview

1. How did you hear about us? \_\_\_\_\_
2. What type of position are you looking for? FT or PT
3. What days are you available to work? \_\_\_\_\_
4. Can you live on site? Y N
5. What size apartment would you need? \_\_\_\_\_  
For how many persons? \_\_\_\_\_  
Do you have any pets? \_\_\_\_\_  
What kind & size \_\_\_\_\_
6. Why do you want to work for RTM and in property management?
  
7. What maintenance and customer service skills do you have?
  
8. Experience in this field? If not, do you know what's required?
  
9. Can you provide your own tools to perform maintenance duties?
  
10. Salary requirements? \_\_\_\_\_
11. Do you have a valid state issued DL? Y N
12. Do you have a Social Security Card? Y N
13. Do you have reliable transportation? Y N
14. Do you have Insurance to drive? Y N
15. If you are offered a position when could you start? \_\_\_\_\_
16. What date could you be available for a personal interview? \_\_\_\_\_

Thank you for considering RTM as a potential employer! We will review all the information of all applicants, possible interviews will then be scheduled for the most qualified applicants.

## MAINTENANCE EXPERIENCE CHECK LIST

NS = NOT SKILLED

Have never done this work previously.

SS = SEMI SKILLED

Have done this work before occasionally  
or in the company of a skilled person.

S = SKILLED

Have completed this work repeatedly in  
a correct and competent manner.

<b>SPRINKLERS</b>	NS	SS	S	<b>PAINTING</b>	NS	SS	S
Replace sprinkler	[ ]	[ ]	[ ]	Touch up	[ ]	[ ]	[ ]
Heads	[ ]	[ ]	[ ]	Partials	[ ]	[ ]	[ ]
Adjust Heads	[ ]	[ ]	[ ]	Full	[ ]	[ ]	[ ]
<b>GARDENING</b>				<b>ELECTRICAL</b>			
Trimming and Pruning	[ ]	[ ]	[ ]	Rewire shorted fixtures	[ ]	[ ]	[ ]
Seeding and Fertilizing	[ ]	[ ]	[ ]	Replace circuit breaker	[ ]	[ ]	[ ]
				Operating testing meter	[ ]	[ ]	[ ]
<b>GLASS WINDOWS</b>				<b>FLOORING</b>			
Glass cutting	[ ]	[ ]	[ ]	Subfloor work-replace all	[ ]	[ ]	[ ]
Glass installation	[ ]	[ ]	[ ]	Subfloor replace partial	[ ]	[ ]	[ ]
<b>SCREENING</b>				Lay tile	[ ]	[ ]	[ ]
Repair screens by patching	[ ]	[ ]	[ ]	Lay sheet goods	[ ]	[ ]	[ ]
Re-screen frames	[ ]	[ ]	[ ]	Repair carpet with patch	[ ]	[ ]	[ ]
Retain old frames	[ ]	[ ]	[ ]				
<b>WATER HEATERS</b>				<b>PLUMBING</b>			
Install hot water heaters	[ ]	[ ]	[ ]	Replace washers	[ ]	[ ]	[ ]
Test & replace				Replace faucet & handle	[ ]	[ ]	[ ]
Elements	[ ]	[ ]	[ ]	Replace pipes under sink	[ ]	[ ]	[ ]
Pop off valve	[ ]	[ ]	[ ]	Remove P trap & replace	[ ]	[ ]	[ ]
Thermostat	[ ]	[ ]	[ ]	Remove & reseal toilet	[ ]	[ ]	[ ]
				Repair ball-cock assembly	[ ]	[ ]	[ ]
<b>APPLIANCES</b>				Install new ball-cock	[ ]	[ ]	[ ]
Install oven element	[ ]	[ ]	[ ]	<b>LOCKS</b>			
Install stove element	[ ]	[ ]	[ ]	Install deadbolt	[ ]	[ ]	[ ]
Rewire stove (partial)	[ ]	[ ]	[ ]	Replace lock core	[ ]	[ ]	[ ]
Install oven timer	[ ]	[ ]	[ ]	Interchange two locks	[ ]	[ ]	[ ]
Recharge freon refer.	[ ]	[ ]	[ ]				
Install thermostat	[ ]	[ ]	[ ]	<b>POOLS</b>			
<b>DISPOSALS</b>				Backwashing	[ ]	[ ]	[ ]
Unstick	[ ]	[ ]	[ ]	Disassemble filter	[ ]	[ ]	[ ]
Assemble & reassemble	[ ]	[ ]	[ ]	Clean/Vacuum	[ ]	[ ]	[ ]
Replace gasket	[ ]	[ ]	[ ]	Replace heater	[ ]	[ ]	[ ]
Install new disposal	[ ]	[ ]	[ ]	Balance chemicals	[ ]	[ ]	[ ]
				Replace shut off valve	[ ]	[ ]	[ ]
<b>DISHWASHERS</b>				<b>DOORS</b>			
Remove impeller	[ ]	[ ]	[ ]	Repair	[ ]	[ ]	[ ]
Adjust timer	[ ]	[ ]	[ ]	Replace-Hang	[ ]	[ ]	[ ]
Install new dishwasher	[ ]	[ ]	[ ]	Door frame repair	[ ]	[ ]	[ ]
Install new pump	[ ]	[ ]	[ ]				
Install new timer	[ ]	[ ]	[ ]	<b>AIR CONDITIONING/HEATING</b>			
<b>CEILINGS/WALLS/REPAIR</b>				Repair thermostat	[ ]	[ ]	[ ]
Wall board patch prepare				Replace thermostat	[ ]	[ ]	[ ]
for painting	[ ]	[ ]	[ ]	Replace filters	[ ]	[ ]	[ ]
Wallboard installation	[ ]	[ ]	[ ]	Repair pump	[ ]	[ ]	[ ]
Acoustic painting	[ ]	[ ]	[ ]	Replace pump	[ ]	[ ]	[ ]
				Replace condenser fan	[ ]	[ ]	[ ]
				Install hard start kits	[ ]	[ ]	[ ]