

Royal T Management/ RTM Property Management, Inc. (RTM)

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Please Print

Last Name

First Name

M. I.

Date

Social Security Number

() _____
Home Phone

() _____
Cell Phone

Address _____
No & Street

City

State

Zip Code

Employment Desired

Position Applying for: _____

Personal Information

Have you ever applied to work for Royal T Management and/ or RTM before? yes no
If yes, when? _____

Have you ever worked for Royal T Management and/ or RTM before? yes no
If yes, when? _____

Do you have any friends or relatives working for Royal T Management and/ or RTM? yes no

If yes, please state name(s) and relationship: _____
Name Relationship

Name Relationship

Initial I understand and agree that, if I am offered a position, it will be a conditional offer based on my successful passing of both a drug and alcohol screen.

If hired, would you have a reliable means of transportation to and from work?..... yes no

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)..... yes no

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?..... yes no

Have you ever been convicted of a criminal offense (felony or misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.)..... yes no

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of convictions of a criminal case. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered.)

Education, Training and Experience

	No. of Years Completed	Did you Graduate?	Degrees/ Diploma
High School	_____	<input type="checkbox"/> yes <input type="checkbox"/> no	_____
College/University	_____	<input type="checkbox"/> yes <input type="checkbox"/> no	_____
Vocational/Business	_____	<input type="checkbox"/> yes <input type="checkbox"/> no	_____

(continued) Floater/ Assistant / Management Position

Please complete the following:

1. How did you hear about us? _____

2. What type of position are you applying for? FT or PT

3. What days and hours are you available to work?

4. Could you potentially live on-site? Y N

5. What size apartment would you need? _____

Do you have any pets? _____

What kind and size? _____

6. Why are you applying for work with RTM/Royal T Management and in property management?

7. What sales and/or customer service skills do you have?

8. Do you have experience in this field? Please list what you think is required:

9. What office skills and experience do you possess?

10. Salary requirements _____

11. Do you have a valid state issued DL? Y N

12. Do you have insurance to drive? Y N

13. If you are offered a position when could you start? _____

14. What date would you be available for a personal interview? _____

Thank you for considering RTM as a potential employer! We will review all applications and interviews will be scheduled with the most qualified candidates.