

APPLICATION FOR EMPLOYMENT

Date _____



We appreciate your interest in the Mark IV Enterprises (MIV) family of companies. MIV offers equal opportunities to all persons without regard to race, color, religion, age, sex, disability, national origin, ancestry, citizenship, military or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics or genetic information, or any other status protected by law.

Applicants who require reasonable accommodation during the application process may contact Human Resources.

PERSONAL BACKGROUND

Name _____
Last First Middle

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Phone# _____ E-mail _____ Referred By _____

Position applying for _____ Start Date _____ Wage Desired _____

Are you employed? ___Yes ___No If so, may we contact your employer? ___Yes ___No

Have you applied to MIV before? ___Yes ___No Where? _____ When? _____

Are you willing to work overtime? ___Yes ___No

Are you either a U.S. citizen or alien with the legal right to live and work in the U.S.?
(You will be required to furnish proof of lawful work status if extended a job offer.) ___Yes ___No

If under 18 years of age, do you have a work certificate? ___Yes ___No

Have you ever been bonded? If "Yes" indicate below which employers: ___Yes ___No

PROFESSIONAL REFERENCES

List three persons (and contact info) familiar with your work history, not related to you, and have known you at least a year.

- 1.
2.
3.

Corporate Offices:
First Realty Management Co., Inc.
301 Exchange Blvd., Suite 200
Rochester, NY 14608
(585) 232-1760 / Fax (585) 232-5846

300 Alexander
Chartwell
Clearview Farms
Corn Hill
Corn Hill Landing

Warner Lofts
Lehigh Park
Little Creek
Parklands at Chili
Village Walk

Waterview at Willow Point
Webster Woods
Westport Crossing
Willow Pond

APPLICATION FOR EMPLOYMENT

EDUCATION	Name & Location of School	Last Grade Completed	Major Area of Study
High School		9 10 11 12 / GED	
College		1 2 3 4	
Trade, Business or Graduate School			

Specialized technical skills (i.e., computer programs, languages, equipment operations, special tools or machines used):

WORK EXPERIENCE

List below last four employers, starting with your present or most recent place of employment. You may voluntarily include in such history any verified work performance.

Date (Mo/Yr)	Employer Name, Address, Phone	Salary	Title & Responsibilities	Supervisor Name & Title	Reason for Leaving
Fr					
To					
Fr					
To					
Fr					
To					
Fr					
To					

Applicant's Statement

- _____ I certify that statements made on this application and résumé are true and complete to the best of my knowledge. I understand that falsification, misrepresentation, omission of facts requested in application or otherwise during hiring process are cause for denial of employment or, subsequent dismissal without prior notice.
- _____ I understand any offer of employment is contingent upon successful completion of background checks. I authorize verification of information in this application or provided by me during hiring process, as well as release verifying entities from liability connected to information given/gathered and any decisions on my employment based on such information.
- _____ I understand that if hired, my employment is for no specific term and is "at will", meaning employment may be terminated by the company or me with or without notice or cause at any time.
- _____ If hired, I agree to abide by all company policies, rules, and standards. I understand that with the exception of at-will employment policy, contents of *Employee Handbook* or other manuals, as well as other policies, practices, and benefits, are subject to change or modification by the company solely at its discretion, without notice.

Applicant Signature

Date