



## Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Position(s) applied for or type of work desired: \_\_\_\_\_

Street Address: \_\_\_\_\_ P. O. Box \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell # \_\_\_\_\_ Social Security #: \_\_\_\_\_

Type of employment desired: \_\_\_\_\_ full-time \_\_\_\_\_ part-time \_\_\_\_\_ temporary/summer

Date you will be available to start work: \_\_\_\_\_

Can you meet normal attendance requirements Monday through Friday?	_____ Yes	_____ No
Do you have any objection to working overtime if necessary?	_____ Yes	_____ No
Can you travel if required by this position?	_____ Yes	_____ No
Have you ever been previously employed by our organization?	_____ Yes	_____ No
Can you provide a Social Security card or other legal authorization?	_____ Yes	_____ No
If you are under 16, can you furnish a work permit if it is required?	_____ Yes	_____ No

Salary Desired: \_\_\_\_\_ Driver's license number: \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

### Employment History

*Please provide all employment information for your current and past employers starting with the most recent.*

<b>Date:</b> <b>Month and Year</b> <b>Position Was Held</b>  <b>From:</b> ____ / ____  <b>To:</b> ____ / ____	<b>Position Held:</b>	<b>Salary:</b>
	<b>Employer:</b>	<b>Telephone #:</b>
	<b>Address:</b>	
	<b>Immediate Supervisor &amp; Title:</b>	
	<b>Reason for Leaving:</b>	
<b>Job Summary:</b>		
<b>May we contact your current employer?</b>		
<b>Yes:</b>		<b>No:</b>

<b>Date:</b> <b>Month and Year</b> <b>Position Was Held</b>  <b>From:</b> ____ / ____  <b>To:</b> ____ / ____	<b>Position Held:</b>	<b>Salary:</b>
	<b>Employer:</b>	<b>Telephone #:</b>
	<b>Address:</b>	
	<b>Immediate Supervisor &amp; Title:</b>	
	<b>Reason for Leaving:</b>	
<b>Job Summary:</b>		

<b>Date: Month and Year Position Was Held</b>  <b>From:</b> ____ / ____  <b>To:</b> ____ / ____	<b>Position Held:</b>	<b>Salary:</b>
	<b>Employer:</b>	<b>Telephone #:</b>
	<b>Address:</b>	
	<b>Immediate Supervisor &amp; Title:</b>	
	<b>Reason for Leaving:</b>	
<b>Job Summary:</b>		

<b>Date: Month and Year Position Was Held</b>  <b>From:</b> ____ / ____  <b>To:</b> ____ / ____	<b>Position Held:</b>	<b>Salary:</b>
	<b>Employer:</b>	<b>Telephone #:</b>
	<b>Address:</b>	
	<b>Immediate Supervisor &amp; Title:</b>	
	<b>Reason for Leaving:</b>	
<b>Job Summary:</b>		

### Educational History

School Name	Location	Years Attended	Course of Study	Degree Earned

### **Other Skills and Qualifications**

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

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**References: Give the names of three persons not related to you, whom you have know at least one year.**

Name	Address	Telephone #	Years Known

### Additional Information

1. Do we have permission to complete a Department of Motor Vehicle check? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Do you have a vehicle that can be used for occasional travel to perform the duties and responsibilities of this position? (Mileage will be reimbursed.) Yes \_\_\_\_\_ No \_\_\_\_\_

3. Do you have a phone at your home address? (Terra Properties' personnel need to be accessible to handle occasional after hour's emergency calls.) Yes\_\_\_\_\_ No\_\_\_\_\_
4. Are you able to occasionally travel for work to apartments or seminars for a one or two-day time period? Yes\_\_\_\_\_ No\_\_\_\_\_
5. Besides your resume is there anything else that you would like us to know that would be helpful to us in our selection of applicants?

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I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all-previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Upon completion of this application, please mail or deliver to:**

**110 Executive Drive**  
**Highland, IL 62249**  
**(618) 654-7033 ♦ (618) 654-1480 fax**  
**www.terra-properties.com**  
**mail@terra-properties.com**  
**1-800 RENT NOW**



P R O P E R T I E S

**SUBSTANCE ABUSE POLICY**

**ADDENDUM TO EMPLOYMENT APPLICATION**

**Notice To Applicant**

As an Applicant for employment, you are hereby notified that Terra Properties, Inc., (the “Employer”) wishes to create and maintain a work environment free of Illegal Drugs and Alcohol abuse. Employer prohibits its employees from working with any level of an Illegal Drug present in their blood, or a blood alcohol concentration level of 0.04 grams of alcohol per 100 milliliters of blood, or greater. Employer requires that all new employees and prospective employees pass Illegal Drug and/or Alcohol Abuse test. All Applicants who are offered employment will be required to submit to such urine and/or blood testing prior to employment.

**Acknowledgement and Consent**

I understand that if offered employment, I will be required to submit to an Illegal Drug and/or Alcohol Abuse test or tests. I further understand that a confirmed positive test for any Illegal Drug or an Abusive Level of Alcohol will result in immediate termination of my employment and/or the withdrawal of any offer of employment, with no recourse against Terra Properties, Inc., it’s management, or owners.

***Applicant:***

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*



P R O P E R T I E S

**Application for Employment  
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Maintenance Service Person**

***Specific Work Experience:*** Please briefly describe the amount, type, etc. of experience you have had in the following specific work areas:

1. Plumbing repairs (sewer lines, sinks, bathtubs, etc.)

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2. Painting (what type, how extensive)

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3. Carpet and vinyl laying (type – glue down or tack strip; alone or as an assistant)

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4. HVAC (heating, ventilating & air conditioning) including any schooling, type of systems, how extensive your knowledge and/or practical experience)

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5. Electrical (light fixtures, house wiring, fluorescent lights, switches, outlets, breakers, etc.)

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6. Appliance repair (what practical experience/what type of appliances)

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P R O P E R T I E S

**Application for Employment  
Supplement No. 2 – Page 2 of 2  
Maintenance Service Person**

**Other Work Experience:** Describe any other work abilities or experience you may have that you feel would be helpful to a company like ours.

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**Tools:** What kind of basic repair and maintenance tools do you have that you could use on the job:  
Please list:

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**General:**

1. Are you able to occasionally travel for work to apartments that are out of town for a two or three-day time period? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Do you feel you are physically capable of performing the functions of a maintenance service person?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Upon completion of this application, please mail or deliver to:**

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