



# APPLICATION FOR EMPLOYMENT

**PLEASE READ BEFORE FILLING OUT APPLICATION**

We appreciate your interest in Ashley Management Corporation. Ashley Management Corporation offers equal opportunities to all persons without regard to race, color, religion, creed, 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 at (585) 454-4840 ext. 514.

In processing this employment application, Ashley Management Corporation may request that an investigative consumer report be prepared which may include information as to your character, general reputation, police record, personal characteristics and mode of living. If an investigative consumer report is requested as part of your application process, you will receive further written disclosures and will be asked to sign an authorization form consenting to a background check. You have the right to request that Ashley Management Corporation completely and accurately disclose to you the nature and scope of the investigation requested. Such a request must be made in writing to the Human Resources Department of Ashley Management Corporation within a reasonable time after you complete this application.

**Please answer every question, use INK and PRINT.**

Name \_\_\_\_\_  
(First) (Middle) (Last) (Date)

Address \_\_\_\_\_  
(Number) (Street) (Telephone Number)

\_\_\_\_\_  
(City) (State) (Zip Code) (Length of Time at This Address)

Email Address: \_\_\_\_\_

List any previous addresses, except military, if address changed during the past 5 years.

\_\_\_\_\_  
No. Street City State From (Date) To

\_\_\_\_\_  
No. Street City State From (Date) To

\_\_\_\_\_  
No. Street City State From (Date) To

Relatives now working for Ashley Management \_\_\_\_\_

Friends now working for Ashley Management \_\_\_\_\_

Type of work preferred:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Hours Preferred \_\_\_\_\_

Salary requirements \_\_\_\_\_ Date available for work \_\_\_\_\_

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

Are you legally authorized to work in the United States (U.S. citizen or alien with the legal right to remain and work in the U.S.)?

Yes  No

**GENERAL INFORMATION**

Use the space below to describe your experience, skills and aptitudes that you feel qualify you for a position with Ashley Management. (You may wish to include skills and experience obtained through civic and community activities or professional societies in which you participate, and special training or skills such as typing, accounting, and the like.) If you need more space, please continue on a separate sheet.

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Have you been employed here previously? Yes  No

Have you ever applied here before? Yes  No

Have you ever been convicted of a crime (misdemeanor or felony)? Yes  No

If so, please describe fully the criminal conviction(s) and the nature of the offense. A conviction record will not necessarily be a bar to employment:

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**EMPLOYMENT RECORD** Are you presently employed? Yes  No

Starting with PRESENT or MOST RECENT, list all employers. Include self-employment, military, summer and part-time jobs.

NAME AND ADDRESS OF EMPLOYER	DATES EMPLOYED		POSITION & DUTIES	SALARY		REASON FOR LEAVING
	From Mo. & Yr.	To Mo. & Yr.		Starting	Leaving	
Company Name _____ Number & Street _____ City & State _____ Zip _____	From Mo. & Yr.	To Mo. & Yr.	Name of Immediate Superior _____ <u>Telephone</u> _____	Starting	Leaving	
Company Name _____ Number & Street _____ City & State _____ Zip _____	From Mo. & Yr.	To Mo. & Yr.	Name of Immediate Superior _____ <u>Telephone</u> _____	Starting	Leaving	
Company Name _____ Number & Street _____ City & State _____ Zip _____	From Mo. & Yr.	To Mo. & Yr.	Name of Immediate Superior _____ <u>Telephone</u> _____	Starting	Leaving	
Company Name _____ Number & Street _____ City & State _____ Zip _____	From Mo. & Yr.	To Mo. & Yr.	Name of Immediate Superior _____ <u>Telephone</u> _____	Starting	Leaving	

If you need more space, please continue on a separate sheet.

If presently employed, why do you desire to change your position? \_\_\_\_\_

If you are now employed, may we contact your present employer? Yes  No

You have been provided with a job description for the job for which you are applying. Please review the job description carefully, including the physical requirements. Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation?

Yes  No

Are you available to work overtime? \_\_\_\_\_ Weekends? \_\_\_\_\_ Holidays? \_\_\_\_\_

Are you available to work at company locations other than where you applied? \_\_\_\_\_

EDUCATIONAL ATTAINMENT

NAME	ADDRESS	CITY	STATE	Major Course or Subject	Circle last year completed	Degree
High School or Preparatory					1 2 3 4	
Business School					1 2 3 4	
College					1 2 3 4	
Graduate Work					1 2 3 4	

List scholastic honors, offices held, and activities in high school: \_\_\_\_\_

List scholastic honors, offices held, and activities in college: \_\_\_\_\_

If you did not graduate, why did you leave school or college? \_\_\_\_\_

Are you planning to pursue further studies? Yes  No  Day School  Night School

If so, when, where and what courses: \_\_\_\_\_

\_\_\_\_\_ Do you have any relatives (including domestic partner) actively engaged, full-time or part-time, in property management or real estate?

\_\_\_\_\_ Have you ever been bonded? If so, on which job(s)? \_\_\_\_\_

Personal References (not former employers or relatives)

NAME	PHONE NO.	RELATIONSHIP	HOW LONG?
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Which of the following specific skills do you possess?

Maintenance:

HVAC (EPA Certified) \_\_\_\_\_  
Plumbing \_\_\_\_\_  
Electric \_\_\_\_\_  
Carpentry \_\_\_\_\_  
Roofing \_\_\_\_\_  
Dry wall \_\_\_\_\_

Landscaping:

Ice/Snow Removal \_\_\_\_\_  
Equipment Repairs \_\_\_\_\_  
Gardening \_\_\_\_\_

Administrative:

Typing \_\_\_\_\_  
Strong Customer \_\_\_\_\_  
Service Skills \_\_\_\_\_  
Strong Organizational \_\_\_\_\_  
Skills \_\_\_\_\_  
Computer Literate \_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING -**

### **APPLICANT'S STATEMENT**

I understand that employment with Ashley Management Corporation (the "Company") is at-will: if I am hired, my employment may be terminated with or without cause or notice, at any time, at either my option or that of the Company. I understand that no management representative has authority to enter into any agreement for continuing employment for any specific period of time or to change my at-will status in any other way, that only the Company President has such authority, and then only in a written agreement signed by the Company President. I give the Company permission to contact all or any of my previous employers, educational institutions, and references and authorize them to disclose any information the Company may request in the course of its investigation of this application for employment. I understand that my previous employers, educational institutions, and references may disclose information that is unfavorable to me as well as information that is favorable. I hereby release the Company, its employees, and agents, and all such educational institutions, references, and prior employers, their employees, and agents, from any and all liability with respect to such disclosures or the use of such disclosures in the consideration of my application for employment. If a conditional offer of employment is made to me, if requested by the Company, I agree to take a job-related medical examination at no personal expense and authorize the examining physician to disclose job-related findings to the Company. I understand that any offer of employment is conditioned upon proof of authorization to work in the U.S., receipt of satisfactory references, completion of a criminal background check, and satisfactory completion of any job-related medical examination. I understand that a criminal conviction(s) will not necessarily disqualify me from employment. I also understand that any job offer may be conditioned on satisfactory results on a pre-employment drug and/or alcohol test. I understand I may be requested now or at any subsequent time during any employment with the Company to submit to drug and/or alcohol tests, at the Company's expense. I understand that if I refuse to take the test, I will not be hired or, if already employed, my employment may be terminated immediately.

By my signature below, I certify that I have provided truthful and complete responses to all inquiries in this application and authorize the Company to investigate all statements contained in this application. I understand that any false statement, misrepresentation, or omission constitutes a ground for refusal to hire, or, if already employed, for my immediate dismissal. If employed, I will abide by the Company's rules and regulations, which I understand are subject to change by the Company.

Date:

Applicant's  
Signature:

\_\_\_\_\_