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P.O. Box 4849  
MIDLOTHIAN, VA 23112  
TEL: (804) 562-0858  
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# MarCo Property Services

It is the policy of MarCo Property Services to consider all applicants without regard to race, color, sex, age, national origins, religious, veterans or the disabled.

## Applicant Information

Applicant Name \_\_\_\_\_

Current Address: \_\_\_\_\_

City \_\_\_\_\_ State & Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Emergency Contact Name & Phone \_\_\_\_\_

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

Do you have a valid Driver's License?  Y or  N

Do you have a valid CDL?  Y or  N If yes, Class (A or B): \_\_\_\_\_

## Position Information

Position(s) applying for: \_\_\_\_\_

Temporary work – such as summer or holiday work?  Y or  N

Regular part-time work?  Y or  N Regular full-time work?  Y or  N

What days and hours are you available for work? \_\_\_\_\_

If applying for temporary work, when will you be available? \_\_\_\_\_

If hired, on what date can you start working? \_\_\_ / \_\_\_ / \_\_\_

Can you work on the weekends?  Y or  N Can you work evenings?  Y or  N

Are you available to work overtime?  Y or  N Pay desired: \$ \_\_\_\_\_

## Personal Information

Have you ever applied or worked here before?  Y or  N If yes, please explain: \_\_\_\_\_

Do you have any friends, relatives, or acquaintances working for Company?  Y or  N

If yes, state name & relationship: \_\_\_\_\_

If hired, would you have transportation to/from work?  Y or  N

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.)  Y or  N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States?  Y or  N

Do you speak, write or understand any foreign languages?  Y or  N If yes, describe which languages(s) and how fluent of a speaker you consider yourself to be. \_\_\_\_\_

Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us?  Y or  N

If yes, please explain \_\_\_\_\_

If hired, are you willing to submit to and pass a controlled substance test?  Y or  N

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation?  Y or  N

If no, describe the functions that cannot be performed \_\_\_\_\_

*(Note: Company complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)*

Have you ever been convicted of a criminal offense (felony or misdemeanor)?  Y or  N

If yes, please describe the crime - state 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 conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)*

**Education, Training and Experience**

High School name: \_\_\_\_\_

Highest grade of school attended: \_\_\_\_\_

Did you graduate?  Y or  N

**Vocational School**

Name: \_\_\_\_\_ Number of years completed: \_\_\_\_\_

Did you graduate?  Y or  N Degree / diploma? : \_\_\_\_\_

**Military**

Branch: \_\_\_\_\_ Rank in Military: \_\_\_\_\_

Total Years of Service: \_\_\_\_\_ Skills/duties: \_\_\_\_\_

**Employment History (If applying for a CDL position, you must provide 10 years of employment history)**

Are you currently employed?  Y or  N If yes, may we contact your current employer?  Y or  N

Below, please describe past and present employment positions, dating back five years. Please account for all periods of unemployment.

**Name of Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Business Type:** \_\_\_\_\_ **Length of Employment (Include Dates):** \_\_\_\_\_

**Position & Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

May we contact this employer for references?  Y or  N

**Name of Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Business Type:** \_\_\_\_\_ **Length of Employment (Include Dates):** \_\_\_\_\_

**Position & Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

May we contact this employer for references?  Y or  N

**Name of Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Business Type:** \_\_\_\_\_ **Length of Employment (Include Dates):** \_\_\_\_\_

**Position & Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

May we contact this employer for references?  Y or  N

## References

List below three people who have knowledge of your work performance within the last four years.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Years known: \_\_\_\_\_

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Years known: \_\_\_\_\_

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Years known: \_\_\_\_\_

If you have any questions about our conditions of employment, please ask before you sign this. Please read the following:

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application are considered sufficient cause for dismissal. You are hereby authorized to make any investigative method or credit agencies or bureaus of your choice.

I understand that the application process will include questions about my background, perspective views and judgment. I agree to participate in the evaluation process and understand that the process could be recorded.

In making this application for employment I also understand an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand and have the right to make a written request within a reasonable period of time to receive additional information about the nature and scope of any such investigative report is made.

I understand that, if employed, I will be an employee at will and employment may be terminated for any reason at the discretion of the company. It is understood this application is herein active for consideration for thirty days and I must reapply to receive consideration of any opening past that date. In addition, the employee and the company have an opportunity for job familiarization during the 90-day probationary period. Unsatisfactory progress during this period may result in discharge without use of the normal procedures.

MarCo Property Services prohibits the workplace use, possession, or anyone reporting to work under the influences of illegal drugs or alcohol. Hy-Tech reserves the right to request employees to submit to a drug test. Refusal to submit is grounds for discharge. I authorize Hy-Tech to search any property I bring to, or use on, company premises for reasons the company deems necessary.

Signature of applicant: \_\_\_\_\_

Interview by: \_\_\_\_\_ Date: \_\_\_\_\_

If offered, start date: \_\_\_\_\_ Rate of pay: \_\_\_\_\_ (hour, week, month, etc.)

Additional agreements (evaluations, raises, time off, etc.): \_\_\_\_\_