



Hyder Property Management Professionals Employment Application

Hello and Welcome to Hyder Property Management Professionals! We manage over 80 properties and have positions in the Maintenance, Office, and Managerial functions.

In order to properly classify your application for current as well as future positions please fill out the information below:

What position(s) are you interested in? _____ Custodian
 _____ Maintenance
 _____ Manager (Property)
 _____ Manager (Regional)
 _____ Office
 _____ Security

We have properties throughout California....which areas would you be willing to travel/relocate/work in?

	Blythe		Northern CA
	Chula Vista		Orange County
	Coachella Valley		Ramona
	Escondido/San Marcos/Vista		Riverside area
	Imperial Valley		San Bernardino County
	Los Angeles County		San Diego (downtown)



Hyder Property Management Professionals Employment Application

An Equal Opportunity Employer

Please Print

Date Last Name First Name Middle

Present Address

_____ - _____

No. & Street City State Zip

Permanent Address (if different from present address)

_____ - _____

No. & Street City State Zip

(____) ____ - _____

Business Phone

(____) ____ - _____

Home Phone

Employment Desired

Position applying for: _____

Are you applying for:

Regular full-time work? Yes No

Regular part-time work?..... Yes No

Temporary work, e.g., summer or holiday work? Yes No

What days and hours are you available for work?

If applying for temporary work, during what period of time will you be available?

From: _____ To: _____

Are you available for work on weekends? Yes No

Would you be available to work overtime, if necessary? Yes No

If hired, on what date can you start work? _____

Salary desired: _____

Personal Information

Have you ever applied to or worked for Hyder Property Management Professionals before? Yes No

If yes, when? _____

Do you have any friends or relatives working for Hyder Property Management Professionals ?

Yes No

If yes, state name(s) and relationship:

Name Relationship

Name Relationship

Why are you applying for work at Hyder Property Management Professionals?

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

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

In the last seven (7) years, have you been convicted of a criminal offense (felony or serious misdemeanor)?
(Convictions for marijuana-related offenses that are more than two years old need not be listed.)

..... Yes No

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

Have you been convicted within the last seven (7) years of misappropriation of funds, embezzlement, or similar for other dishonest conduct?

..... Yes No

Have you been convicted within the last seven (7) years of an offense involving the use of a weapon, for burglary, robbery, breaking and entering or theft; or physical assault or other violent crime? Yes

No

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

Do you have a valid driver's license?..... Yes No
Have you had any tickets?..... Yes No If yes, please explain:_____

Has your license ever been suspended or revoked?..... Yes No If yes, please explain:_____

Are you currently employed? Yes No

If so, may we contact your current employer? Yes No

Education, Training, and Experience

School	Name and Address	No. of years Completed	Did you Graduate?	Degree or Diploma
High School	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
College/ University	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Vocational/ Business	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Health Care Training	Name _____ Address _____ City _____ State _____ Zip _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Many of our customers do not speak English. Do you speak, write or understand any foreign languages?
 Yes No

If yes, which language(s)? _____

Do you have any other experience, training, qualifications, or skills which you feel make you especially suited for work at Hyder Property Management Professionals? Yes No

If so, please explain:

Answer the following questions if you are applying for a professional position:

Are you licensed/certified for the job applied for? Yes No

Name of license/certification: _____

Issuing state: _____

License/certification number _____

Has your license/certification ever been revoked or suspended? Yes No

If yes, state reason(s), date of revocation or suspension, and date of reinstatement.

Employment History

List below all present and past employment **starting with your most recent employer** (last five years is sufficient). **Account for all periods of unemployment.** You must complete this section even if attaching a resume.

Name of Employer (____) ____ - ____ Telephone No.

Type of Business Your Supervisor's Name

Address & Street City State Zip

Dates of Employment: _____ Weekly Pay: _____
From To Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

Name of Employer (____) ____ - ____ Telephone No.

Type of Business Your Supervisor's Name

Address & Street City State Zip

Dates of Employment: _____ Weekly Pay: _____
From To Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

Employment History, continued

Name of Employer _____ (____) ____ - ____
Telephone No.

Type of Business _____ Your Supervisor's Name _____

Address & Street _____ City _____ State _____ Zip _____

Dates of Employment: _____ Weekly Pay: _____
From _____ To _____ Starting _____ Ending _____

Your Position and Duties _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

Name of Employer _____ (____) ____ - ____
Telephone No.

Type of Business _____ Your Supervisor's Name _____

Address & Street _____ City _____ State _____ Zip _____

Dates of Employment: _____ Weekly Pay: _____
From _____ To _____ Starting _____ Ending _____

Your Position and Duties _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

Name of Employer _____ (____) ____ - ____
Telephone No.

Type of Business _____ Your Supervisor's Name _____

Address & Street _____ City _____ State _____ Zip _____

Dates of Employment: _____ Weekly Pay: _____
From _____ To _____ Starting _____ Ending _____

Your Position and Duties _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

Have you ever been discharged or forced to resign?..... Yes No If yes, explain: _____

Did you receive any discipline in the last 12 months of active employment?..... Yes No If yes, please explain: _____

Were you given a performance evaluation within the last 12 months of active employment? Yes No
If yes, please provide a copy.

Military Service

Have you obtained any special skills or abilities as the result of service in the military? Yes No
If so, describe:

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

_____	_____	(____) _____ - _____
First Name	Last Name	Telephone No.
_____		_____
Address & Street	City	State Zip
_____	_____	
Occupation	No. of Years Acquainted	

_____	_____	(____) _____ - _____
First Name	Last Name	Telephone No.
_____		_____
Address & Street	City	State Zip
_____	_____	
Occupation	No. of Years Acquainted	

_____	_____	(____) _____ - _____
First Name	Last Name	Telephone No.
_____		_____
Address & Street	City	State Zip
_____	_____	
Occupation	No. of Years Acquainted	

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my
Initials chances for employment and that the answers given by me are true and correct to the best of my
knowledge. I further certify that I, the undersigned applicant, have personally completed this
application. I understand that any omission or misstatement of material fact on this application or on
any document used to secure employment shall be grounds for rejection of this application or for
immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Hyder Property Management Professionals to thoroughly investigate my references,
Initials work record, education and other matters related to my suitability for employment and, further,
authorize the references I have listed to disclose to the company any and all letters, reports and other
information related to my work records, without giving me prior notice of such disclosure. In addition,
I hereby release the Company, my former employers and all other persons, corporations, partnerships
and associations from any and all claims, demands or liabilities arising out of or in any way related to
such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may
Initials be granted or during my employment, if hired, is intended to create an employment contract between
the Company and me. In addition, I understand and agree that if I am employed, my employment is
for no definite or determinable period and may be terminated at any time, with or without prior notice,
at the option of either myself or the company, and that no promises or representations contrary to the
foregoing are binding on the company unless made in writing and signed by me and the Company's
designated representative.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction,
Initials civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed
by the Company, I am entitled to copies of any such public records obtained by the Company unless I
mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of
any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

By signing this application, I further certify that I have read and understand everything contained in this application, including the at-will employment set forth above. Furthermore, I understand that I have the right to consult with an attorney prior to executing this application.

_____ Date

_____ Applicant's Signature