



D.W. Jones Management, Inc.
Caretaker
Application for Employment



Personal Information

Last Name	First Name	MI	Date
Address			Social Security Number
City	State	Zip Code	Drivers License # & State
Home Phone	Work Phone		

General Information

Where did you hear about this job opening? _____

Have you ever applied to this company before? yes no

 If "yes" when? _____ where? _____

Are you fluent in language, including sign language, other than English? yes no

 If "yes" which language? _____

 Can you read in this language? _____

 Can you write in this language? _____

Have you ever been discharged from any position? yes no

 If "yes" state circumstances. _____

Do you have a valid Minnesota Driver's License? yes no

Are you 18 years if age or older? yes no

How many members are currently residing in your household? _____

Criminal History

Have you ever been convicted of a felony and/or drug conviction? yes no

Have you ever been convicted of or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)?
 yes no

Have you ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving criminal sexual misconduct, kidnapping, arson, harassment and/or stalking (whether or not resulting in a conviction)? yes no

Are you a registered sex offender? yes no

 If you answered yes to any question in this section, please explain. _____

Education

	Elementary	High School	College/University	Post-Grad
School Name				
City, State				
Years completed				
Diploma/Degree				
Describe Course of Study				
Specialized Training, Skills, Extra-curricular Activities				

Character References

Please list three (3) persons not related to you, who have known you for at least twelve (12) months, and have knowledge of your character, experience, ability.

Name: _____	Occupation: _____
Address: _____	Business Phone: _____
City, State, and Zip: _____	How long known? _____
Home Phone: _____	
Name: _____	Occupation: _____
Address: _____	Business Phone: _____
City, State, and Zip: _____	How long known? _____
Home Phone: _____	
Name: _____	Occupation: _____
Address: _____	Business Phone: _____
City, State, and Zip: _____	How long known? _____
Home Phone: _____	

Employment History

Please start with your Current Employer or most recent job first

Current/Most Recent Employer: _____	Duties performed: _____
Address: _____	
City, State, and Zip: _____	
Business Phone: _____	
Job Title: _____	
Supervisor: _____	
Dates Employed: From _____ To _____	May we contact this employer for references?
Reason for leaving: _____	
Previous Employer: _____	Duties performed: _____
Address: _____	
City, State, and Zip: _____	
Business Phone: _____	
Job Title: _____	
Supervisor: _____	
Dates Employed: From _____ To _____	May we contact this employer for references?
Reason for leaving: _____	
Previous Employer: _____	Duties performed: _____
Address: _____	
City, State, and Zip: _____	
Business Phone: _____	
Job Title: _____	
Supervisor: _____	
Dates Employed: From _____ To _____	May we contact this employer for references?
Reason for leaving: _____	

Landlord References

List all places you have lived in the past three (3) years.

Have you owned your own home for the last 3 years? yes no

Present Landlord: _____	Landlord Phone: _____
Landlord Complete Mailing Address: _____	
Address of Property rented: _____	
Dates Rented: From _____ To _____	Monthly rent: _____
Reason for leaving: _____	
Previous Landlord: _____	Landlord Phone: _____
Landlord Complete Mailing Address: _____	
Address of Property rented: _____	
Dates Rented: From _____ To _____	Monthly rent: _____
Reason for leaving: _____	
Previous Landlord: _____	Landlord Phone: _____
Landlord Complete Mailing Address: _____	
Address of Property rented: _____	
Dates Rented: From _____ To _____	Monthly rent: _____
Reason for leaving: _____	

Additional Experience

Do you have experience with any of the following?

			Description of experience
Plumbing	yes	no	
Electrical	yes	no	
Painting	yes	no	
Professional Cleaning	yes	no	
General Maintenance	yes	no	
Basic Carpentry	yes	no	
Operation of lawn/snow equipment	yes	no	

List any current special license, registrations, or certificates that you have. (egs. - boiler's license, Fair Housing Training Certificate, etc.)

Agreement

I certify that answers given herein are true and complete to the best of my knowledge. I do hereby authorize D.W. Jones Management, Inc. and their staff or authorized representatives to contact any agencies, offices, groups or organizations to obtain and verify any information or materials which are deemed necessary to complete my application for employment with D.W. Jones Management, Inc. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate discharge. I understand, also, that I am required to abide by all rules and regulations of D.W. Jones Management, Inc.

Signature of Applicant

Date

D.W. Jones Management, Inc. is any Equal Opportunity Provider and Employer