



Rowley Properties, Inc.
 1595 NW Gilman Boulevard, Suite 1
 Issaquah, WA 98027
 (425) 392-6407
 www.rowleyproperties.com

Employment Application

Date: _____

Position applying for: _____

Instructions: This application must be filled out completely, typed or printed in ink and signed in order to be considered. You are encouraged to attach a resume and a letter of interest.

Name: _____ SSN# (last four digits only): _____

Address: _____
 Street City State Zip

Home phone: () _____ Work phone: () _____

Cell phone: () _____ E-mail address: () _____

Are you legally eligible for employment in the U.S.? Yes No

Are you 18 years or older? Yes No

Do you have a valid Washington State Driver's License? Yes No

Have you served in the armed forces? Yes No If yes: Entrance: _____ Discharge date: _____

Have you ever been bonded? Yes No If yes, with what employer(s)? _____

Have you been convicted of a felony or released from prison for a felony conviction within the past 10 years?
 Please note: Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.
 Yes No If yes, explain:

Have you ever applied for employment with Rowley Properties before? Yes No When: _____

Referred By: _____ Relatives employed by Rowley Properties: _____

Hours Available:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Expected hourly rate: _____ Date available to start: _____

Check one: Full Time Part Time Temporary
 Will you work overtime, if needed? Yes No
 Will you work weekends? Yes No

Employment Record

List below present and past employment, beginning with your most recent

Company name, address and type of business	From Mo Yr	To Mo Yr	Starting pay rate	Ending pay rate	Reason for leaving	Name of Supervisor
	Duties:					
Phone Numbers:						
Reason for leaving:						

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	Duties:					
Phone Numbers:						
Reason for leaving:						

Licenses and Certificates

List your professional licenses, permits, and certificates, including First Aid and CPR

License	Type	State	Effective Date	Expiration Date

Have you ever had professional license suspended or revoked? Yes No

Do you possess a real estate license? Yes No

Education

School	Name and Address of School	Course of Study	Circle the Last Year Completed	GPA	Did you Graduate?
High			1 2 3 4		Yes No
College			1 2 3 4		Yes No
Other			1 2 3 4		Yes No

Office Equipment/Skills			Building Maintenance Equipment/Skills	
Computer Operating Systems: <input type="checkbox"/> Windows, version: _____ <input type="checkbox"/> Linux <input type="checkbox"/> Macintosh <input type="checkbox"/> CAD/Design <input type="checkbox"/> Other (list) <hr/>	Computer Applications: Keyboard speed: _____ <input type="checkbox"/> Access <input type="checkbox"/> PowerPoint <input type="checkbox"/> Excel <input type="checkbox"/> Word <input type="checkbox"/> Outlook <input type="checkbox"/> Other (list): <hr/>	Other Equipment: <input type="checkbox"/> Ten-key <input type="checkbox"/> Copier <input type="checkbox"/> Fax <input type="checkbox"/> Multi-line phone <input type="checkbox"/> Other (list): <hr/>	<input type="checkbox"/> Cabinetry <input type="checkbox"/> Electrical work <input type="checkbox"/> Masonry <input type="checkbox"/> Plumbing <input type="checkbox"/> Landscaping reading <input type="checkbox"/> Other (list): <hr/>	<input type="checkbox"/> Carpentry <input type="checkbox"/> HVAC <input type="checkbox"/> Painting <input type="checkbox"/> Welding <input type="checkbox"/> Blueprint <hr/>

Describe any specialized training, apprenticeships, or skills you possess:

Professional References

List three (3) professional or work-related references

Name	Address	Telephone Number	Official Position/relationship

Legal Stuff
Please Read Carefully

1. I authorize Rowley Properties, Inc. to verify all statements on this application and to make all necessary reference checks. I further authorize my former employers and any other persons or organizations to provide information they have about my background, and I release all concerned from any liability in connection therewith. If there is a particular employer(s), you do not wish us to contact, please indicate which one(s)_____.
2. I understand that any offer of employment is conditioned upon the completion of pre-employment tests and documentation. I will, upon request, sign all necessary consent forms. Pre-employment tests include testing for controlled substances, reference checks, a criminal record check and a driver's record check. Depending upon the position, it may also include a credit check.
3. I understand that, for employment, I must and can meet the physical requirements of the job with or without reasonable accommodation.
4. In the event of employment, I will furnish proof of my identity, birth date, and of US citizenship or other proof that I may legally accept employment.
5. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Rowley Properties, Inc. is an "at will" employer. Either Rowley Properties or I may terminate the employment relationship at any time, with or without cause.
6. I certify that the information contained in this application is true and complete. Any material misrepresentation is grounds for dismissal from the employ of Rowley Properties, Inc., or rejection of my application for employment.
7. This application is only active for 90 days.

Agreed: _____
Applicant Signature

Date: _____

Our Mission: Our mission is to help businesses succeed, families belong, and communities prosper.

About Rowley Properties: Founded in 1954, Rowley Properties is a family-owned and operated property management and development firm that purchases, develops, leases, and manages property throughout Western Washington. We offer commercial, office, manufacturing, light industrial, residential, and storage space, **good space** for your work, home, and things.

Rowley Properties, Inc. is an equal opportunity employer and is committed to principles of diversity. We consider applicants for all positions without regard to race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran.

REVISED: February, 2012