



Employee Application

Applicant Name: _____

Position(s) Desired: _____

PLEASE PRINT ALL
INFORMATION
REQUESTED EXCEPT
SIGNATURE

OFFICE USE ONLY:
Date received:
Reviewed by:

APPLICATION FOR EMPLOYMENT

Date _____

Name _____
 Last First Middle Maiden

Present address _____
 Number Street City State Zip

Social Security No. _____ - _____ - _____

Phone Numbers: Home (___) _____ Cell: (___) _____ Email: _____

Are you under age 18? YES NO

Are you currently authorized to work in the United States? YES NO. Proof of eligibility will be required if hired.

Position applied for (1) _____ Days/hours available to work
 and wage desired (2) _____
 (Be specific) No Pref _____ Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

Are you able to work On Call hours YES NO
 Are you able to work overtime? YES NO

Have you been employed with us before? If yes, give dates: _____

Employment desired Full Time Part Time Temporary

When are you available to start work? _____

EDUCATION	School Name	Degree Attained	Major Studies	Years Attended
High School				
College/University				
Business or Trade School				
Professional School				

If you hold any professional or vocational license(s), please list the type of license and date issued:

Have you been convicted of a crime, admitted guilt to any crime, or received a verdict of anything other than Not Guilty in any criminal investigation or proceeding (not including charges or convictions that have been expunged or pardoned)? YES NO

If yes, please describe the date, place and nature of offense:

Year	Location (city and state)	Type of offense
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

Do you have a valid driver's license? YES NO

What is your means of transportation to work? _____

Driver's license

number _____ State of issue _____ Operator Commercial (CDL) Chauffeur

Expiration date _____

Have you had any accidents during the past three years? YES NO How many? _____

Have you had any moving violations during the past three years? YES NO How Many? _____

OFFICE
POSITIONS ONLY

Typing Yes No _____ WPM

10-key Yes No

Word Processing Yes No _____ WPM

Personal Computer Yes No PC

Mac

Other Skills _____

Please list two references other than relatives.

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Address _____

Address _____

Telephone () _____

Telephone () _____

What language(s) are you fluent in? _____ Speak Read Write

Speak Read Write

Speak Read Write

Please use this space to elaborate on any background, experience, or qualifications that you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience and any other activities you believe relevant. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, religious or political affiliations, or disability.

**PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE**

APPLICATION FOR EMPLOYMENT

MILITARY

Have you ever been in the armed forces? YES NO

Are you now a member of the national guard? YES NO

Specialty _____ Date Entered _____ Discharge Date _____

WORK EXPERIENCE Please list your work experience for the past seven years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

**PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE**

APPLICATION FOR EMPLOYMENT

WORK EXPERIENCE Please list your work experience for the past seven years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer? YES NO

Resume attached? YES NO

Referred by: _____

Did you complete this application yourself? YES NO If not, who did? _____

After reviewing the attached job description, please indicate if you are able to perform the essential functions of the job for which you have applied YES NO. If you answered no, please identify those job functions that you cannot perform. If a reasonable accommodation is required to enable you to perform the job properly and safely, please describe:

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

As indication that you have read and understood each sentence, please write your initials in the spaces provided below.

In exchange for the consideration of my job application by MEB Management Services, (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment,____ or to confer any right to remain an employee MEB Management Services, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned,____ and that relationship cannot be altered except by a written instrument signed by the Owner/Managing Member of the Company.____ Both the undersigned and MEB Management Services may end the employment relationship at any time, without specified notice or reason.____ If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.____

I authorize investigation of all statements contained in this application.____ I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice.____ I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release the Company from any liability as a result of such contact.____

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living.____ Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.____

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party.____

Are you related (by blood or by marriage) to anyone who either currently works for or has ever worked for MEB Management Services? YES NO

If yes, what is the person's name: _____

If yes, what is your relationship to the person: _____

If yes, what property is/was this person working for? _____

Signature of applicant _____ **Date:** _____

MEB Management Services is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with MEB Management Services depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.



Consent to Conduct Background Investigation

Applicant Full Legal Name: _____
First Middle Last

Other names you have used: _____

Date of Birth: ____/____/____ Social Security #: _____ Race: _____

Gender: _____ Driver's License Number: _____ State Issued: _____

Position applied for: _____ Property Name: _____ Property Code: _____

List below all addresses for the last SEVEN years starting with the most current: (attach additional page if necessary):

	Street Address	City	State	Zip	Dates
1					
2					
3					
4					
5					
6					
7					

I understand that, as a condition of my employment, MEB Management Services will use the services of a consumer reporting agency to verify the information I have provided on my employment application, and may, during my employment if hired, use the services of a consumer reporting agency for purposes of making an employment decision, If I start work before the investigation is completed, my employment will be contingent on the results.

I understand the investigation may include obtaining information covering up to the last seven (7) years regarding my work habits, education, general reputation, personal characteristics, credit history, driving records, mode of living, government-issued licenses, judgment liens, and criminal background.

I understand such information may be obtained by direct or indirect contact with former employers, schools, financial institutions, landlord and public agencies and through personal interview with my neighbors, friends and associates, acquaintances or other persons who may have such knowledge. The information requested is required by law enforcement agencies and other entities for positive identification purposes and will not be used for any other purpose.

I also understand that before I am denied employment based on information obtained in the report, I may request a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act.

I understand if I disagree with the accuracy of any information in the report, I must notify MEB Management Services within two business days of my receipt of the report. If I notify MEB Management Services within two days of my receipt of the report that I am challenging information in the report, MEB Management Services will not make a final decision on my employment status until after I have had a reasonable opportunity to address the discrepancy.

I hereby consent to this investigation and authorize MEB Management Services to procure a report on my background from a consumer reporting agency. I release MEB Management Services and any and all persons or entities providing information or reports about me from any liability arising out of the requests or release of information.

Minnesota and California applicants only: If you want a copy of the reports check here: _____ They will be sent to you at your most current address listed.

Employee Signature _____

Date _____



IS MEB RIGHT FOR YOU?

Thanks for inquiring about career opportunities with MEB. Our team members are the best in the business. We want prospective team members to know what we're about so that you know if MEB is the right company for you.

First, at MEB our **core purpose** is to **enrich the lives of our team members, our residents, and our clients**. That's what makes us get up in the morning and report for work. That's why we do what we do. What we do, of course, is provide full service real estate management to our clients.

We believe that how MEB provides these services really sets us apart from other companies. We know that our success for the past 10 years is based on the contribution and dedication our MEB Team members. They have always made MEB a cut above the competition. Over and over, our clients tell us that the reason they trust MEB to manage their properties is because of our people.

We spent some time identifying what we thought was so special about MEB's people. We believe that the unique qualities found so often in our team members really represent these core values:

Loyalty
Humility
KnowledgeAbility
Team First
Can-Do Attitude

Now, you might ask what about integrity or honesty? We consider these values to be non-negotiable characteristics. The core values above are really the special qualities that set us apart. Here's more about them:

OUR CORE VALUES

Loyalty: We observe that so many of our team members have a fierce loyalty to their team, their community, their residents, their clients, and to MEB. We are so grateful for that spirit of cooperation and purpose.

Humility: We noticed that MEB team members focus more on giving other team members credit than taking credit themselves. There's very little politics or back-stabbing at MEB. We feel very fortunate that our company has this kind of corporate culture.

KnowledgeAbility: OK, so we made this word up. But, it makes sense when you look at our team members' superior knowledge in their areas of expertise and their ability to get the job done. They know what they're doing and they're able to get it done quickly and efficiently.

"Team First": We hear this from our team members all the time. MEB team members value each other. They think first about what's best for the team and second about their own needs. They always show caring for other team members and residents.

Can-Do Attitude: We see this attitude in action everywhere at MEB. If there's a will, there's a way. We see our team members thinking outside the box to reduce expenses, market their communities, and improve our procedures. If you need a job done, call a Mebbie.

OUR STRATEGIES FOR SUCCESS

Just as our values set us apart from our competition, our way of doing business is different, too. We again, really looked at why MEB has grown to the largest management company in the state, and asked what strategies or paths to success work for us?

Here's how we get to success:

Service: Mebbies provide over-the-top service to our clients and residents. We know from the letters we get from our residents and from the comments of our clients that you deliver the best in customer service. But, there's more than customer service. We also are dedicated to serving our community and each other. We think this goes back to our core value of humility. We're here to serve and enrich the lives of our team members, our residents, and our clients.

Innovation: We look ahead. We prepare for the future and we find creative ways of solving challenges. Mebbies are great at this. Just look at our technology, our accounting systems, our call center, and of course, the love bugs! Our ability to innovate is seen throughout our organization in the way that our on-site teams find new ways to save money or to market our communities.

Love: OK, so some people might think it's hokey. But, at MEB, we know the power of love. If you love where you work, your residents will love where they live, and your clients will love their bottom line. In this way, we enrich the lives of other team members, our residents, and our clients.

So, that's who we are and what we're about. If your outlook on life and your core values fit in with ours, we hope you'll join our team.