



THE P.B. BELL COMPANIES EMPLOYMENT APPLICATION

Please print legibly and complete all items (except the signature line on the last page which must be signed). This information will allow The P.B. Bell Companies to consider you for the position for which you have applied.

PERSONAL INFORMATION

Name: (First)			(Middle)	(Last)
Home Address: (Street)		(City)	(State)	(Zip)
Telephone Number:		E-Mail Address:		
Property/Location where application was completed:		Date of Application:		

JOB INTEREST

Position Desired:	Available for work: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Either
Rate of Pay Expected: \$ _____ per <input type="checkbox"/> Hour <input type="checkbox"/> Year	Date you are available to start work:
If hired for the position for which you have applied, the job may require working on any of the seven days of the week, which could include working on Saturdays and/or Sundays, and may require working in the evening, night, or early morning hours. The job may also require you being called to work outside your normal schedule. Are you able to fulfill the hours/schedule required for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How were you referred to The P.B. Bell Companies: <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Online Job Posting <input type="checkbox"/> P.B. Bell Website <input type="checkbox"/> Walk-in <input type="checkbox"/> Temporary/Placement Agency <input type="checkbox"/> Employee Referral (Name of Employee): _____ <input type="checkbox"/> Other (Please Specify): _____	

GENERAL INFORMATION

Have you ever been employed by The P.B. Bell Companies? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, dates of employment: From: _____ (Month/Year) To: _____ (Month/Year)
Position: _____ Property/Location: _____
Indicate the name which you worked under for any company, if different from your current name:
Indicate the name of any of your relatives currently working for The P.B. Bell Companies:
The job for which you have applied requires that you must be at least 18 years of age. Do you meet this job requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you bilingual? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which language(s): _____
Have you ever been convicted of a misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____
Please note: Conviction will not necessarily preclude The P.B. Bell Companies from considering you for the position for which you have applied. The determination will depend upon the type of criminal offense you were convicted of.

EDUCATIONAL SKILLS

SCHOOL NAME	CITY AND STATE	DID YOU GRADUATE?	LIST DIPLOMA, DEGREE, OR MAJOR COURSE OF STUDY
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Summarize any additional skills, licenses, training, certifications, qualifications, etc., related to the position you are applying for:			

EMPLOYMENT HISTORY

Begin with you most recent job and continue backwards. All information requested must be provided below, even if you have submitted a resume. The information should be complete and accurate.

Employer Name:	Employer Telephone Number:
Address: (Street) _____ (City) _____ (State) _____ (Zip) _____	
Position(s) held:	
Supervisor Name:	Supervisor Telephone Number:
Specific Duties:	
Dates Employed:	Salary:
From: _____ (Month/Year) To: _____ (Month/Year)	(Starting):\$ _____ Per _____ (Final):\$ _____ Per _____
Reason for Leaving:	If you are currently employed, may we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A-not currently employed

Employer Name:	Employer Telephone Number:
Address: (Street) _____ (City) _____ (State) _____ (Zip) _____	
Position(s) held:	
Supervisor Name:	Supervisor Telephone Number:
Specific Duties:	
Dates Employed:	Salary:
From: _____ (Month/Year) To: _____ (Month/Year)	(Starting):\$ _____ Per _____ (Final):\$ _____ Per _____
Reason for Leaving:	

**EMPLOYMENT HISTORY
(Continued)**

Employer Name:	Employer Telephone Number:
Address: (Street)	(City) (State) (Zip)
Position(s) held:	
Supervisor Name:	Supervisor Telephone Number:
Specific Duties:	
Dates Employed:	Salary:
From: _____ (Month/Year) To: _____ (Month/Year)	(Starting):\$ _____ Per _____ (Final):\$ _____ Per _____
Reason for Leaving:	

WORK-RELATED REFERENCES

List the names and current phone numbers/e-mail addresses of three (3) persons who you have worked with who can give you a work-related reference. Do not include personal references. Note: Please check with your work-related references prior to putting them in this section.

Reference Name:	Company name where you worked together:	Contact Information:
1.		Phone Number(s): _____
		E-Mail Address: _____
2.		Phone Number(s): _____
		E-Mail Address: _____
3.		Phone Number(s): _____
		E-Mail Address: _____

ADDITIONAL DATA

Only applicants who are applying for a position at a Property need to complete this section. Applicants who are applying for a position at the Corporate office do not need to complete this section. Note: Those employees who are applying for Maintenance or Groundskeeping positions will also be required to complete an additional questionnaire.

The job for which you have applied may require you to report to work from time to time at different work sites or locations. Reporting to work is an essential function of this job. Can you meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No
Area you prefer to work in: <input type="checkbox"/> Phoenix metropolitan area <input type="checkbox"/> Tucson area <input type="checkbox"/> Outlying area <input type="checkbox"/> Other: _____

P.B. Bell is an Equal Opportunity employer and does not discriminate based on race, color, religion, age, sex, national origin, disability or other legally protected class. Those applicants requiring reasonable accommodation in the application/interview process should notify Human Resources. Such requests will not adversely affect consideration for employment. Candidates who are offered a position will be informed of the essential functions of the job. Those employees requiring reasonable accommodation should notify Human Resources. Note: Employment, if offered, is contingent upon applicants submitting to a drug test, providing a urine specimen that is not adulterated and testing negative for any of the drugs/substances as prohibited by The P.B. Bell Companies Drug/Substances Policy. If hired, employees are required to furnish proof of identity and employment eligibility and complete an I-9 Form as required by the Immigration Reform and Control Act of 1986. The Company will not knowingly employ undocumented workers. The Company will process all new hires through the E-verify system.

CONDITIONS OF EMPLOYMENT

Please read the following statements carefully as they constitute conditions of employment with The P.B. Bell Companies (the Company):

1. The information I have provided on this application is accurate and complete to the best of my knowledge.
2. I understand that any misrepresentation or omission of any material fact on my application, resume, or during an interview may result in the refusal of employment, or, if employed, immediate termination of employment from the Company.
3. I hereby authorize the Company to investigate my personal history and to obtain from my previous employers, references, schools, or organizations any and all information pertinent to my being considered for employment and hereby release those providing such information from any liability of doing so.
4. I understand that if hired, I will protect confidential information, trade secrets, and proprietary information of the Company.
5. Although the Company makes every effort to accommodate individual preferences, business needs may make the following conditions necessary: overtime, work at another location, a rotating work schedule, or a work schedule that includes Saturdays, Sundays and after hours work. I understand these conditions are a condition of employment, if employed.
6. I will be able, if hired, to provide documentation of identity and employment eligibility and complete an I-9 Form in accordance with the Immigration Reform and Control Act. In addition, I understand that the Company hires lawful workers only, which includes U.S. citizens or nationals or non-citizens with valid work authorization. I also understand the Company processes all new hires through the E-Verify system.
7. I understand that if employed, I will abide by all the Company's policies, rules and regulations throughout my employment. I understand that violation of any policy, rule, or regulation may result in my termination of employment.
8. This application is only current for six (6) months. If I am interested in applying for a position after the six (6) month period, I understand that I must complete another application.
9. If I am employed, I understand that I will be required to supply the Company with additional information for employee record keeping purposes, including tax forms, emergency contact information, etc.
10. I understand that the Company complies with the Smoke Free Arizona Act which prohibits smoking within and around all public buildings, including offices, maintenance shops, clubrooms, etc.
11. I understand that if employed, I will abide by all Fair Housing Laws.
12. If I am employed and live at a P.B Bell managed apartment community, I will abide by all the requirements of living on site.
13. If I am employed, I understand that I will be required to complete a timesheet each pay period accurately reflecting the time I have worked. In addition, I will keep payroll notified of any address, phone number, name change, etc.
14. I understand that if employed, I will abide by all safety rules and regulations. In addition, I will report any unsafe situations to my supervisor and will report any on-the-job injury immediately to my supervisor.
15. I understand that if I am hired, I shall be employed on an at-will basis. As an at-will employee, I understand that either the Company, or I, can terminate our employment relationship at any time, for any reason, with or without notice, and with or without cause. I understand that, over the course of employment, other terms and conditions of my employment may change, but the at-will term of my employment will not change. I understand that, if employed, employment does not constitute a contract of employment between the Company and myself. I understand that no one other than the President of the Company may enter into any agreement contrary to the foregoing and that any such contrary agreement must be in writing and signed by the President.
16. If any provision of this agreement is invalid or unenforceable, the balance of this agreement shall remain in effect.

I have read the above, understand its content, meaning and all of its provisions. I also understand that, upon my written request, I will be provided a copy of my signed Employment Application.

Printed Name of Applicant: _____

Signature of Applicant: _____

Date: _____