



- Property Management
- Facilities Management
- Sales and Acquisition
- Leasing
- Development and Consulting
- Tenant Representation

Thank you for considering a career with Kiemle & Hagood Company!

Please review these important features of our hiring process:

- 1) We accept applications for existing vacant positions only. Open positions are listed on our career website.
- 2) Applications are active for 30 days. To be considered for future openings, an updated application will be required.
- 3) We conduct reference/background checks, drug testing, job related testing; and, when appropriate, team interviews to learn about you and your abilities before any hiring decisions are made.
- 4) Hiring is a two way process – we encourage you to ask questions and we will do our best to answer them.
- 5) Due to the number of applicants we cannot always notify all applicants not selected. Only those selected for further consideration will be called.
- 6) Internal candidates are considered along with outside candidates.
- 7) All job offers are contingent on passing background and drug screen requirements.
- 8) Job offers are not final until confirmed in writing.
- 9) Continued employment is dependent upon satisfactory completion of all paperwork, reference checks and test results.
- 10) Our employees deserve the best co-workers possible. Therefore, we reserve the right to hire the best qualified person for the job.
- 11) Please note, if the Company discovers that any of the information that you have provided on your application form is incorrect, untrue or omitted, the Company may refuse to hire you or terminate your employment. If at any time during your employment, your application information changes, it is your obligation to update the Company with the new and correct information.

## APPLICATION FOR EMPLOYMENT



WE ARE AN EQUAL OPPORTUNITY EMPLOYER.  
All qualified applicants considered regardless of race, religion, color, age, sex, marital status, nationality, veteran status or non-disqualifying disability.

### INSTRUCTIONS – PLEASE READ

This is a general employment application required for all jobs. Please print or write clearly – do not type. Answer all items, even if you have provided a resume. Check over your final application for accuracy, especially important numbers like Social Security Number, phone number(s), etc. Please sign and date the application where indicated. If you need another form or have questions, please feel free to ask.

Today's Date					
Last Name		First Name	Initial	E-Mail Address	
Present Street Address			City	State	Zip
Previous Address if at present address less than 3 years			City	State	Zip
Home Telephone Number ( )	Message Phone ( )	Emergency Contact Person		Emergency Phone ( )	
Pay Expected \$	Are you at least 18 years of age?	Can you provide proof that you can be lawfully employed in the U.S.?			
Have you applied for work here before?		If yes, when?	Have you worked for Kiemle & Hagood Company before?		If yes, when and in what job?
Do any of your relatives or persons of your same household work here? If yes, please give their names.					
The Company may check your criminal background based on the type of position for which you are applying. Please disclose if you have any convictions, guilty pleas, or served jail or prison time:				Other names you have used and dates	

Position applied for:	Have you done this kind of work before? If yes, where?	Date you are available to start
List other jobs you believe you may be qualified for:		
How were you referred to us?		
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Employee referral (Name) _____	<input type="checkbox"/> Agency (Name) _____
<input type="checkbox"/> Walk-in	<input type="checkbox"/> Other (Explain) _____	
Any prior commitments which would require an absence of more than a few hours in the next 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
Are you now, or do you expect to be engaged in any other business or employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
List any certificates or licenses you hold related to your qualifications for the work you seek:		Have you ever been bonded?



## EDUCATION

	School Name and Full Address	Dates Attended:		Graduated?	Degree & Major Area	GPA
High School						
College/Univ.						
College/Univ.						
Trade, Other						
Are you currently a student? If yes, explain:		Scholastic honors achieved:				
Plans for future education/training:						
Outside activities while in school which you feel reflect your abilities:						
<b>MILITARY SERVICE:</b> List Branch of Service, Dates of Service and describe any military experience that would be applicable to this position.						

## WORK HISTORY

Start with PRESENT or most recent employer. Include MILITARY experience or volunteer work if full time or your major activity.

Name of Organization		Employment Dates (Month & Year)		Type of Business or Industry		
		From	To			
Street Address			City	State	Zip	
Supervisor Name, Title:	May we contact?	Phone Number ( )	Your starting pay \$	Ending pay \$	Employment Status (FT, PT, contract)	
Your job title(s), duties, skills used				Reason for leaving		

Name of Organization		Employment Dates (Month & Year)		Type of Business or Industry		
		From	To			
Street Address			City	State	Zip	
Supervisor Name, Title:	May we contact?	Phone Number ( )	Your starting pay \$	Ending pay \$	Employment Status (FT, PT, contract)	
Your job title(s), duties, skills used				Reason for leaving		



**WORK HISTORY** (continued)

Name of Organization		Employment Dates (Month & Year)		Type of Business or Industry	
		From	To		
Street Address			City	State	Zip
Supervisor Name, Title:	May we contact?	Phone Number (      )	Your starting pay \$	Ending pay \$	Employment Status (FT, PT, contract)
Your job title(s), duties, skills used				Reason for leaving	

Name of Organization		Employment Dates (Month & Year)		Type of Business or Industry	
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Your job title(s), duties, skills used				Reason for leaving	

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		From	To		
Street Address			City	State	Zip
Supervisor Name, Title:	May we contact?	Phone Number (      )	Your starting pay \$	Ending pay \$	Employment Status (FT, PT, contract)
Your job title(s), duties, skills used				Reason for leaving	

**VOLUNTEER ACTIVITIES & EXPERIENCE**

Describe your involvement in volunteer activities that may help us to assess your abilities.



**REFERENCES** Former supervisors preferred

Name	Job Title	Company	City, State,	Phone Number

**APPLICANT’S STATEMENT**

I hereby affirm that the information provided on this application, and accompanying letters or resume, is true and complete.

I also agree and understand that any false or misleading information or significant omissions may disqualify me from consideration for employment or result in my immediate dismissal.

I authorize this employer to investigate my background thoroughly, including a full credit report, and agree to assist in such investigation. I release and hold harmless, and promise not to claim damages from any of my prior employers listed above for providing information. I agree to submit to any drug or alcohol test that may be required by the employer for my hiring or continued employment. I understand that refusal to take such tests may be cause for denial of employment or my termination. I also understand that employment may be conditional upon an investigation into criminal convictions on record with local, State or Federal law enforcement authorities.

I understand that, if hired, my employment is not for any specific period or duration and is terminable at will by the employer or me at any time with or without cause or notice. I understand this application is NOT A CONTRACT.

I agree to present personal photo identification and proof of U.S. citizenship or documentation of my authorization to work and reside in the United States, promptly upon confirmation of hiring, and that failure to do so voids any offer of employment.

**Please note;** if the Company discovers that any of the information that you have provided on your application form is incorrect, untrue or omitted, the Company may refuse to hire you or terminate your employment. If at any time during your employment, your application information changes, it is your obligation to update the Company with the new and correct information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Today’s Date

\_\_\_\_\_  
(Print Name Here)



# VOLUNTARY APPLICANT SELF-IDENTIFICATION

## AFFIRMATIVE ACTION EMPLOYER REQUIREMENT

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Job Applied for or your specific skill area: \_\_\_\_\_

Federal law requires us to ask for this information. Please sign and return this form even if you do not answer.

Its purpose is to ensure equal opportunity, and evaluate our good-faith recruiting efforts to attract ethnic minorities, women, veterans of the Vietnam era, and persons with disabilities. Hiring is based on qualifications. Quotas or preferences based on sex, race or ethnicity are prohibited by law.

We invite you to VOLUNTARILY identify yourself in the categories below, now or at any time in the future. You are not required to respond. If you decline, it will not subject you to adverse treatment. This is NOT part of your application file, it is confidential\*, and will be used in conformance with the law.

1. GENDER: \_\_\_\_\_ Male \_\_\_\_\_ Female

2. ETHNIC AND RACIAL BACKGROUND (Please indicate Primary identification.)

a. Are you Hispanic or Latino? ( ) Yes ( ) No

b. What is your Race?

( ) American Indian/Alaska Native ( ) Asian, Asian American ( ) Black or African American

( ) Hawaiian/Pacific Islander ( ) White/Caucasian ( ) Two or more races

( ) I decline to identify

See definitions on reverse.

3. VETERAN STATUS

( ) Vietnam Era Veteran - If you had 6 mo. active service, any of which was in Vietnam between February 28, 1961 and May 7, 1975, or between August 8, 1964 and May 7, 1975 in all other cases.

( ) Special Disabled Veteran - If you are or would be entitled to compensation under the VA for disability of 30% or more, or over 10% if you have a serious employment handicap as determined by the VA, or were discharged or released because of a service-connected disability.

( ) Other Eligible Veteran - If you served on active duty during a war or in a campaign for which a campaign badge is authorized, or served as a member of a reserve component under an order of active duty.)

4. DISABILITY STATUS

( ) Disabled – If you have a physical, sensory or mental impairment which substantially limits one or more of your major life activities, have a record of or are regarded as having such impairment. It would also assist us if you would tell us about any special methods, skills or procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind.

Please Sign here: \_\_\_\_\_

Date \_\_\_\_\_

\* Supervisors and managers may be informed about restrictions on the work duties of persons with disabilities or on facts needed for accommodations, first aid or emergency treatment. Gov't officials may also review this.

Category: \_\_\_\_\_

GROUP CODE: \_\_\_\_\_

If current opening, Job Applied For: \_\_\_\_\_



Definitions of the race and ethnicity categories are as follows:

**Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

