



DIRIGO MANAGEMENT COMPANY
ONE CITY CENTER, PORTLAND, ME 04101-4009
PHONE (207) 871-1080 FAX (207) 871-7189
www.dirigomgmt.com

“Leading the way in professional property management.”

APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the human resources department.

Position(s) applied for _____ Date of application ____/____/____
 Name _____ Social Security # ____ - ____ - ____
 Address _____
 Telephone (____) ____ - ____ Mobile/Beeper/Other Phone (____) ____ - ____
 E-mail address _____
 Driver’s License Number (if driving is necessary for job) _____ State ____
 Referral Source
 ___ Advertisement ___ Employee ___ Relative
 ___ Government Employment Agency ___ Walk-in
 ___ Private Employment Agency ___ Other: _____
 Name of source (if applicable) _____

If necessary, best time to call you at home is ____am/pm
 May we contact you at work? ___ Yes ___ No
 If YES, work phone number and best time to call (____) ____ - ____ ____am/pm
 If you are under 18 and it is required, can you furnish a work permit? ___ Yes ___ No
 If NO, please explain _____
 Have you submitted an application here before? ___ Yes ___ No
 If YES, give date(s) and position(s) ____/____/____ _____
 Have you ever been employed here before? ___ Yes ___ No
 If YES, give dates From ____/____/____ To ____/____/____
 Are you legally eligible for employment in this country? ___ Yes ___ No
 Date available for work ____/____/____ What is your desired salary range? \$ _____ per ____
 Type of employment desired ___ Full-time ___ Part-time ___ Temporary
 ___ Seasonal ___ Educational Co-op
 If the job requires it, will you Travel? ___ Yes ___ No Relocate? ___ Yes ___ No
 Are you able to meet the attendance requirements of this position? ___ Yes ___ No
 If required, will you work overtime? ___ Yes ___ No
 If NO, please explain _____
 Have you ever been bonded? ___ Yes ___ No
 Have you ever pled “guilty” or “no contest” to, or been convicted of a crime? ___ Yes ___ No
 If YES, please provide dates and details _____
 Do you have any pending civil or criminal charges against you? ___ Yes ___ No
 If YES, please provide dates and details _____

Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

EMPLOYER _____ TELEPHONE (____) ____ - ____
ADDRESS _____
JOB TITLE STARTING _____ FINAL _____
Dates employed From ____/____/____ To ____/____/____ Reason(s) for leaving _____
Hourly rate/salary ... Starting \$ _____ per _____ Final \$ _____ per _____
Immediate supervisor and title _____
May we contact for reference ___ Yes ___ No ___ Later
Summarize type of work _____

EMPLOYER _____ TELEPHONE (____) ____ - ____
ADDRESS _____
JOB TITLE STARTING _____ FINAL _____
Dates employed From ____/____/____ To ____/____/____ Reason(s) for leaving _____
Hourly rate/salary ... Starting \$ _____ per _____ Final \$ _____ per _____
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ADDRESS _____
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Hourly rate/salary ... Starting \$ _____ per _____ Final \$ _____ per _____
Immediate supervisor and title _____
May we contact for reference ___ Yes ___ No ___ Later
Summarize type of work _____

COMMENTS _____

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

Educational Background

A. List last three schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or class rank. E. Major field of study. F. Minor field of study (if applicable).

A. School	B. Years Completed	C. Degree or Diploma	D. GPA or Class Rank	E. Major	F. Minor
1.					
2.					
3.					

References

List name and telephone number of three business/work references who are NOT related to you and are NOT previous supervisors. If not applicable, list three school or personal references (NOT related to you).

Name	Telephone	Number of years known
1.	()	
2.	()	
3.	()	

Additional Information

List professional, trade, business or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age. Mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Organization	Offices Held

List any special accomplishments, publications, awards, etc. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age. Mental or physical disabilities, veteran/reserve national guard or any other similarly protected status. _____

List any additional information you would like us to consider. _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from my employer's service whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview (this includes running a criminal background check). I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand fully that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserved the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____