



REGENCY MANAGEMENT GROUP, INC.

MISSION STATEMENT

To combine state-of-the-art technology with old fashioned personalized service to be the partner of choice for all your property management needs.

APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

PERSONAL INFORMATION			
Last Name	First Name	Middle Name	Social Security Number
Street Address			Home Telephone (w/Area Code)
City, State, Zip			How long have you lived at your current address?
If you are under the age of eighteen years, can you provide certification of your legal right to work in the position for which you are applying?		If offered employment, can you provide verification of your legal right to work in the United States?	
Do you have reliable means of transportation to and from work which will allow you to consistently arrive to work on time?		If a driver's license is required for the position for which you are applying, do you have a valid driver's license?	
Have you ever been convicted of a felony that was not expunged?		List any traffic violations you have been cited for within the past FIVE years.	
Do you have any friends or relatives employed here? If yes, please list their names:			

EMPLOYMENT INTEREST

Position Desired: Property Management <input type="checkbox"/> Accounting <input type="checkbox"/> Administrative <input type="checkbox"/>	Pay Desired	Date Available to Begin Work
Have you ever applied to Regency Management Group, Inc. before? If yes, give date and position applied for.	Have you ever been employed with Preferred Property Management before? If yes, give dates of employment.	
Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying, with or without a reasonable accommodation?	Excluding time for religious observance, Will you work overtime if asked? Will you work holidays if asked?	

EDUCATION

SCHOOL OR INSTITUTION	Name and Address of School (include City, State, and Zip)	Years Completed	Did You Graduate?	Major or Concentration	Diploma or Degree
High School					
College/University					
Professional, Business, Trade, Technical School					
Membership in Professional or Civic Organizations (exclude those which may disclose your race, color, religion, or national origin).					
Honors or Awards Received					
List Other Special Training or Skills (computer applications, machine operations, etc.)					
List any foreign languages you speak/read/write fluently.					

REFERENCES (Please exclude previous employers and relatives)

List Name, Occupation, and Address (include City, State, and Zip)	Telephone Number	Years Known

EMPLOYMENT HISTORY**Be sure to account for all periods of time, including military service and any period of unemployment. If self-employed, state firm name and provide business references.**

1. Name of Present or Last Employer	Telephone	Dates Employed (month/year) From: To:
Address (include City, State, and Zip)		Rate of Pay Start: Final:
Job Title	Name and Title of Supervisor	
Description of Duties		
Reason for Leaving		
2. Name of Past Employer	Telephone	Dates Employed (month/year) From: To:
Address (include City, State, and Zip)		Rate of Pay Start: Final:
Job Title	Name and Title of Supervisor	
Description of Duties		
Reason for Leaving		
3. Name of Past Employer	Telephone	Dates Employed (month/year) From: To:
Address (include City, State, and Zip)		Rate of Pay Start: Final:
Job Title	Name and Title of Supervisor	
Description of Duties		
Reason for Leaving		
4. Name of Past Employer	Telephone	Dates Employed (month/year) From: To:
Address (include City, State, and Zip)		Rate of Pay Start: Final:
Job Title	Name and Title of Supervisor	
Description of Duties		
Reason for Leaving		

APPLICANT'S STATEMENT

I understand that:

This application must be completed in full and this statement must be signed in order to be considered for employment.

Consideration of this application is not a promise of employment. Nothing in this application, nor in any handbook, rule or regulation of RMG, constitutes an express or implied contract of employment, unless expressly stated therein.

Any offer of employment will be contingent upon submitting proof of eligibility to work in the United States as required by law.

If hired, I am not promised employment for any definite period of time, regardless of the period of payment of my wages.

If hired, I have the right to terminate my employment at any time with or without cause or notice, and Regency Management Group has the same right.

No one other than the Managing Partner, CEO and Managing Partner, CFO has authority to modify the "at-will" employment relationship or make any agreements to the contrary. Any such modification or agreement must be in writing, signed by the Managing Partner, CEO and/or Managing Partner, CFO.

Regency Management Group will require me to submit to tests for the presence of alcohol or drugs in my system, to the extent permitted by law, following an offer of employment by RMG that is contingent upon the results of such tests. Said testing will be performed by a medical facility selected by Regency Management Group and must be performed within 48 hours of an offer of employment.

If hired, Regency Management Group will require me to submit to random alcohol/drug tests, to the extent permitted by law, during my employment. I consent to the disclosure of the results of such examinations and related tests to RMG.

Following an offer of employment, Regency Management Group will require me to fill out an Employee Bond Questionnaire and Indemnity Agreement which shall be forwarded to Regency Management Group's insurance carrier who will conduct a consumer credit check. My inability to successfully obtain an employee fidelity bond will result in the retraction of the offer of employment or termination of employment.

Regency Management Group will investigate my driving and criminal record and an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends, and other persons with whom I am acquainted. I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation.

Regency Management Group may investigate all references given on this application, both personal and professional.

Regency Management Group may contact my previous employers and I authorize those employers to disclose to Regency Management Group all records pertinent to my employment with them. In addition to authorizing the release of any information regarding my previous employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees, and representatives, as well as other individuals who release information to Regency Management Group, and release them from any and all liability, claims, or damages that may directly or indirectly result from use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I authorize Regency Management Group to disclose any information pertinent to my employment with Regency Management Group to any future employers, agents, or representatives, as well as other individuals, and to release them from any and all liability, claims, or damages that may directly or indirectly result from disclosure or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I hereby state that I have read the above statement and that all of the information that I provided on this application, any attachments, and in any interview, is true, accurate, and without omissions. I understand that if I am hired and any such information is later found to be false in any respect, I may be disciplined, which may include immediate termination.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT

Signature of Applicant: _____

Date: