

Nova Property Network appreciates receiving this application. It will be given careful consideration and will remain active for 60 calendar days. Please ask if you need assistance in completing any portion of the application.

Nova Property Network does not discriminate in employment on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital, or veteran status or the presence of a non-job related physical or medical condition or handicap. No question on the application is intended to secure information to be used for such discrimination.

Nova Property Network is firmly committed to a drug-free society and workplace. Applicants for employment with Nova Property Network who are currently using illegal drugs, misusing or abusing legal drugs or other substances at the time of the application process will be found unsuitable for employment.

## SECTION I: GENERAL INFORMATION

Position Applying For

Date of Application

Full Name

Date of Birth

Street Address

City, State & ZIP

Telephone Number

Cell Phone Number

Facebook / Twitter

Email Address

LinkedIn

## SECTION II: APPLICATION INFORMATION

How did you hear about us?

Have you submitted an application here before?

If yes, when?

List any relative currently employed at Nova Property Network and relationship:

Have you ever been employed by Nova before?

If yes, when?

Method of Contact

Best time to contact?

Cell Phone Number or Email Address

Date Available to Work:

Desired Salary (Hr/Mo/Yr)

Type of Employment Desired (Full-Time / Part-Time)

Are there any days or hours you would not be able to work?

Preferred Location / Area (North OKC/South OKC/Norman/Edmond/Shawnee/Moore)

In order to be considered an applicant with our organization, you must be. (1) at least eighteen years of age; (2) legally eligible for employment in the United States; and (3) must possess a Valid state issued ID card or driver's license

Do you have an Oklahoma State driver's license? If not, why not?

Have you ever been convicted or charged of a felony?

If yes, states where, when and nature of offense: (Note: Information regarding conviction records will not necessarily bar applicant from employment, unless so required by law. Information will be reviewed in light of duties relating to job sought).

# SECTION III: EMPLOYMENT HISTORY (COMPLETE EVEN IF RESUME IS ATTACHED)

Present or Last Employers Name: \_\_\_\_\_ Date Employed / From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Starting Compensation: \_\_\_\_\_ Ending: \_\_\_\_\_

Street Address \_\_\_\_\_ City, State & ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_ Name & Title of Supervisor \_\_\_\_\_ May we contact? \_\_\_\_\_

Your Position Title: \_\_\_\_\_ Reason for leaving/ wanting to leave: \_\_\_\_\_

Special Skills, Knowledge, or Experience acquired: \_\_\_\_\_

Preceding Employers Name: \_\_\_\_\_ Date Employed / From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Starting Compensation: \_\_\_\_\_ Ending: \_\_\_\_\_

Street Address \_\_\_\_\_ City, State & ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_ Name & Title of Supervisor \_\_\_\_\_ May we contact? \_\_\_\_\_

Your Position Title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Special Skills, Knowledge, or Experience acquired: \_\_\_\_\_

Preceding Employers Name: \_\_\_\_\_ Date Employed / From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Starting Compensation: \_\_\_\_\_ Ending: \_\_\_\_\_

Street Address \_\_\_\_\_ City, State & ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_ Name & Title of Supervisor \_\_\_\_\_ May we contact? \_\_\_\_\_

Your Position Title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Special Skills, Knowledge, or Experience acquired: \_\_\_\_\_

Other Skills or Knowledge: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SECTION IV: EDUCATIONAL BACKGROUND

High School	City & State	Did you graduate?	Date Completed	Degree Earned
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
College / University	City & State	Did you graduate?	Date Completed	Degree Earned
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	City & State	Did you graduate?	Date Completed	Degree Earned
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments:

## SECTION V: SKILLS & PROFESSIONAL DEVELOPMENT

(Only fill in this portion if you are applying for a Leasing or Management Position)

List skill areas you use and mark your knowledge level (B) Beginner, (I) Intermediate, (A) Advanced

<input type="text"/>	Typing	<input type="text"/>	Landlord Tenant Laws	<input type="text"/>	Property Management	<input type="text"/>	Section 8
<input type="text"/>	Leasing	<input type="text"/>	Collections	<input type="text"/>	AppFolio Property Management Software	<input type="text"/>	FED Court
<input type="text"/>	Computer Skills	<input type="text"/>	Accounting	<input type="text"/>	Business and Office Skills	<input type="text"/>	Customer Service
<input type="text"/>	Marketing	<input type="text"/>	LIHTC				

List management software experience:

Special Qualifications (List any additional skills you feel add value)

## SECTION VI: SKILLS & PROFESSIONAL DEVELOPMENT

(Complete this section if you are applying for Maintenance or House Keeping Positions)

List skill areas you use and mark your knowledge level (B) Beginner, (I) Intermediate, (A) Advanced

<input type="text"/>	Plumbing	<input type="text"/>	Painting	<input type="text"/>	Pool Maintenance	<input type="text"/>	Housing Inspection Qualifications
<input type="text"/>	HVAC	<input type="text"/>	Drywall	<input type="text"/>	Carpentry	<input type="text"/>	Electrical
<input type="text"/>	Make Ready						

Other:

List any Certifications and or Licenses that you possess and please attach a copy of them:

# SECTION VII: APPLICANT STATEMENT

I certify that the statements indicated herein are true and correct to the best of my knowledge and I understand that falsification or omission of any information could result in disciplinary action including possible termination of any employment.

I acknowledge the fact that the application of Employment will be active for 60 days; after this time period I must reapply for further consideration.

I understand that any office of employment may be contingent upon a satisfactory credit and criminal record.

This Application for Employment is not a contract and cannot create a contract. If employed by Nova Property Network, I agree to abide by the rules and regulations. I understand that my employment with Nova Property Network would be "AT - WILL" and could be terminated at any time by either party, with or without notice.

This understanding supercedes all prior agreements and representations, and any subsequent understanding which affects this arrangement must be in writing and signed by the Human Resources Director.

Thank you for your interest in employment at Nova Property Network. Your opportunity for employment will be based only on your qualifications. Documentation of your identity upon employment must be provided as required by the Immigration Reform and Control Act of 1986.

Nova Property Network is committed to providing a healthy, comfortable, and productive environment for all employees.

OUR OFFICES ARE ENTIRELY SMOKE - FREE.

Signature

Date

## FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Office Location

Monthly / Hourly Rate

Hire Date

Title

Position

Other Information or Comments



# AUTHORIZATION TO OBTAIN CREDIT REPORT INFORMATION FROM OUTSIDE SOURCE

By signing this document, I authorize Nova Property Network to obtain information regarding my creditworthiness, standing, or capacity, character, general reputation, personal characteristics, or mode of living from any outside source that regularly provides such information. I understand that Nova Property Network may use information from such a report in making a decision regarding my employment.

Print Name

Address

Social Security Number

Date of Birth

Signature

Date

It is the policy of Nova Property Network that in connection with your application for employment, or if you become an employee, in connection with your employment, Nova Property Network may access your credit report.

I understand that under Oklahoma Law, I have the right to receive a free copy of my credit report from the credit reporting agency if a credit report is obtained in connection with my application for employment or for any other employment purposes. If a credit report is not obtained, I understand that I will not receive a copy.

I do not wish to receive a copy of my credit report.

If a credit report is obtained, please have a free copy sent to me.

Print Name

Signature

Date

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## EMPLOYER SECTION

No credit obtained

Credit Report Obtained (Attach applicant's identifying information or complete form below)

Requested By

Date

Social Security Number

Present Address

Former Address

I, the undersigned do hereby authorize Nova Property Network to examine any and all criminal records and arrests on file in all counties in the State of Oklahoma or any other state. In doing so, I understand that I am waiving my right of confidentiality concerning my criminal history. I further understand the information obtained by Nova Property Network may be released to those involved in the hiring process and that Nova Property Network has the right to release such information.

Print Name

Date of Birth

Social Security Number

Driver License Number

Street Address

City, State & ZIP

Signature

Date