

NEIGHBORHOOD PROPERTIES, INC.

APPLICATION FOR EMPLOYMENT

Neighborhood Properties, Inc. is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, color, sex, age, disability or handicap Vietnam Veteran status or any other legally protected status. Neighborhood Properties, Inc. maintains a smoke-free environment and has an Alcohol and Drug Free Workplace Program. Neighborhood Properties, Inc. will provide accommodations in the application process and/or job interview for applicants who indicate the necessity. If you require accommodations, please contact the Human Resources Department via phone at 419-473-2604 ext. 110 or via fax at 419-473-9706.

Date of Application

Position Applied for:

Personal Data

First Name

Middle Name

Last Name

Preferred Name

Street Address

City

State

Zip Code

County

Home Phone Number

Cell Phone Number

E-mail Address

Have you ever worked for or applied to this company before? _____ When: _____ Where: _____

Are you currently employed? _____ If yes, reason for desiring change: _____

Are you legally authorized to work in the United States? _____

If the position you are applying for requires you to drive your vehicle or drive a company vehicle, you must answer the following questions:

Do you have a valid driver's license? _____

Drivers License Number _____ Type _____ State _____ Expires _____

Have you been convicted of a traffic violation in the past three years? _____

Please list all dates and offenses: _____

Referral Information

How did you first learn of this opening?

- | | |
|---|---|
| <input type="checkbox"/> Current NPI Associate: _____ | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Job Fair | <input type="checkbox"/> NPI Web Page |
| <input type="checkbox"/> Advertisement- Newspaper | <input type="checkbox"/> Advertisement - Internet |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> State Employment Agency |
| <input type="checkbox"/> Friend or Relative | <input type="checkbox"/> College or University |

Employment History

Provide the following information for your past and current employers starting with the most recent (use additional sheets if necessary). Failing to provide the requested information may result in your application not being considered. Explain any gaps in employment in Comments section below.

Current/Most Recent EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
JOB TITLE		HOURLY RATE/SALARY		
IMMEDIATE SUPERVISOR AND TITLE		STARTING		
REASON FOR LEAVING		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		HOURLY RATE/SALARY		
		FINAL		
		\$	PER	

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
JOB TITLE		HOURLY RATE/SALARY		
IMMEDIATE SUPERVISOR AND TITLE		STARTING		
REASON FOR LEAVING		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		HOURLY RATE/SALARY		
		FINAL		
		\$	PER	

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IMMEDIATE SUPERVISOR AND TITLE		STARTING		
REASON FOR LEAVING		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		HOURLY RATE/SALARY		
		FINAL		
		\$	PER	

Comments (including explanation of any gaps in employment) _____

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. You should also include any volunteer activities that provided you special training/skills that may qualify you for the position you are applying.

Educational Background

A. List last three (3) schools/educational institutions 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. # OF YEARS COMPLETED	C. DEGREE DIPLOMA	D. GPA CLASS RANK	E. MAJOR	F. MINOR

References

List name and telephone number of three business/work references. One reference should be a recent supervisor and one reference should be a recent peer. If no prior employment experience, list three school, community or personal references. References cannot be related to you.

NAME	TELEPHONE	YEARS KNOWN
	()	
	()	
	()	

Military Service Record

Branch of Service	
Rank at Discharge	
Special Training, Duties Performed or Honors Received	

APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application for employment is true, correct and complete. I understand that if employed, any false or misstated fact or omission of fact on this application may result in my immediate discharge regardless of when NPI learns of the false, misstated or omitted fact. In compliance with federal law, I understand that if hired I will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification forms.

NPI is an "at will" employer which means that the employment relationship may be ended by either NPI or me for any or no reason. I understand that I may be required to take a Post Offer Physical Examination due to my position. If I have a disability, which will affect my ability to take the examination, I will make it known to NPI prior to the administration of the test so that a reasonable accommodation can be discussed. I have been informed that a drug and/or alcohol screening is part of the employment process.

I hereby consent to all examinations/screenings and authorize the release of the results of said examination and screening to NPI. I understand that any offer of employment made to me is contingent upon the results of the exam and screening and that NPI will withdraw the offer of employment or terminate employment of any candidate/employee who tests positive from the screening. I understand that if I start work before the results of the screening or examination are returned, my employment is conditional upon the satisfactory results of said examination and screening.

I hereby authorize NPI to conduct an investigation which may include, but not limited to, a reference check, criminal conviction check, motor vehicle check, credit check, and of all statements in this Application. I hereby authorize and request any company, institution, or person contacted as part of this investigation to provide any and all pertinent information. In order to assure their cooperation, I hereby release NPI and all such entities and persons from all liability for any damage that may result from furnishing information to NPI during this investigation.

Date

Signature of Applicant

(This page is to be detached and sent to Human Resources)

Dear Applicant:

NPI is an Equal Employment Opportunity/Affirmative Action employer. As a **federal contractor**, we are required to compile the following information in order to comply with Federal Equal Employment Opportunity Commission and for Affirmative Action purposes. This self-identification form is strictly voluntary and your participation in completing this form is entirely up to you. The information you provide will be used ONLY for the purpose of assisting NPI in monitoring the effectiveness of the Affirmative Action plan and will not adversely affect the consideration of your application.

Thank you for your employment interest with NPI.

Sincerely,

Human Resources

Applicant Information

Name (Please Print) _____ Date _____

Signature _____

Position Applied For: _____

Please check all categories below that are applicable.

Sex:

Male Female

Race/Ethnic Group:

- | | |
|--|---|
| <input type="checkbox"/> White (not Hispanic or Latino) | <input type="checkbox"/> Black or African American (not Hispanic or Latino) |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (not Hispanic or Latino) |
| <input type="checkbox"/> Asian (not Hispanic or Latino) | <input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino) |
| <input type="checkbox"/> Two or More Races (not Hispanic or Latino) | |
| <input type="checkbox"/> I choose not to complete the information above. | |

Please return this form to:
Neighborhood Properties, Inc.
Human Resources
2753 W. Central Avenue
Toledo, Ohio 43606
Fax: 419-473-9706