

HEIGHTS REAL ESTATE ♦ SUPERINTENDENT JOB APPLICATION FORM

Please be sure to write clearly and complete ALL BLANKS. Incomplete applications will not be processed. PLEASE FAX TO: (203) 955-5940 eFax

Last Name							
First Name							
Middle Name							
Social Security#			-		-		

Home Phone							
Work Phone							
Cellular							
Beeper							

BASIC INFO:

- Have you ever filed an application with us before? Yes No
- Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes No
- Have you ever been employed by us before? Yes No
- On what date would you be available for work? Date: _____
- Are you currently employed? Yes No
- Are you on "lay-off" status and subject to recall? Yes No
- May we contact your current employer? Yes No
- Have you been convicted of a felony within the last 7 years? Yes No

EDUCATION:

	Elementary School	High School	Undergraduate College	Graduate / Professional
School's Full Name				
Location: City/State				
Diploma / Degree				
Date of Graduation				
Course of Study				
Honors, Extra Curricular, Apprenticeships, specialized training				

LANGUAGE SKILLS

	English	Spanish	Other: _____	Other: _____
Reading	<input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal <input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent	<input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal <input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent	<input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal <input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent	<input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal <input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent
Writing	<input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal <input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent	<input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal <input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent	<input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal <input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent	<input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal <input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent
Speaking	<input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal <input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent	<input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal <input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent	<input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal <input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent	<input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal <input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent

OFFICE AND COMPUTER SKILLS: (next to each, list the years of experience you have had working with each application)

Typing Words Per Minute	Applications that you know	Microsoft Products	Other (please list)
Type of Computer <input type="checkbox"/> IBM PC <input type="checkbox"/> Apple Macintosh	Lotus <input type="checkbox"/> 123 Spreadsheet <input type="checkbox"/> Notes	<input type="checkbox"/> Excel <input type="checkbox"/> Word	<input type="checkbox"/> WordPerfect
Operating System <input type="checkbox"/> Windows 98 <input type="checkbox"/> Windows NT <input type="checkbox"/> Windows 95 <input type="checkbox"/> Windows 3.1	<input type="checkbox"/> Word Pro Internet Browsers <input type="checkbox"/> Netscape Navigator <input type="checkbox"/> MS Explorer	<input type="checkbox"/> Powerpoint <input type="checkbox"/> Access	

EMPLOYMENT AND BUSINESS EXPERIENCE

	From	To	Start \$\$ <small>Weekly Salary</small>	End \$\$ <small>Weekly Salary</small>	Company	Address	Job Title	Supervisor	Tel #
Recent Job	//	//							
Prior Job	//	//							
Prior Job	//	//							
Prior Job	//	//							

ELECTRICAL Skills (on a scale of 1 - 10, please rate your skill level: 1 = no experience, 10 = mastery of skill)

Item	Rating	Item	Rating	Item	Rating	Item	Rating
<input type="checkbox"/> Outlet		<input type="checkbox"/> Light Fixture		<input type="checkbox"/> Shorted Wire - raw cable		<input type="checkbox"/> New commercial lights	
<input type="checkbox"/> Light Switch		<input type="checkbox"/> Fuse Box		<input type="checkbox"/> Circuit Breaker			

PLASTER Skills (on a scale of 1 - 10, please rate your skill level: 1 = no experience, 10 = mastery of skill)

PLASTER	Rating	SHEETROCK	Rating	CONCRETE	Rating	TILE	Rating
<input type="checkbox"/> Skin Coat		<input type="checkbox"/> Install New		<input type="checkbox"/> Install New		<input type="checkbox"/> Comm Vinyl Tile	
<input type="checkbox"/> Stucco		<input type="checkbox"/> Waterproof		<input type="checkbox"/> Bathroom Floor		<input type="checkbox"/> Ceramic	
<input type="checkbox"/> Repair		<input type="checkbox"/> Repair		<input type="checkbox"/> Sidewalk / Basement Floor		<input type="checkbox"/> Wall Tile	

PLUMBING Skills (on a scale of 1 - 10, please rate your skill level: 1 = no experience, 10 = mastery of skill)

Change	Rating	Repair	Rating	Install New	Rating	Rating	Rating
<input type="checkbox"/> Change Washer		<input type="checkbox"/> Toilet Leadbend		<input type="checkbox"/> Toilet		<input type="checkbox"/> Supply Line	<input type="checkbox"/> 3" Sewer pipe
<input type="checkbox"/> Change Toilet Gasket		<input type="checkbox"/> Bathtub Leadbend		<input type="checkbox"/> Bathtub		<input type="checkbox"/> Wasteline	<input type="checkbox"/> 3 - 4' Stack Vent
<input type="checkbox"/> Change Wasteline		<input type="checkbox"/> Showerbody		<input type="checkbox"/> Sink		<input type="checkbox"/> 1" Riser & Valves	<input type="checkbox"/> Gas pipe
<input type="checkbox"/> Fix Faucet Seat		<input type="checkbox"/> Faucet Seat		<input type="checkbox"/> Showerbody		<input type="checkbox"/> 2" Riser & Valves	<input type="checkbox"/>

CARPENTRY Skills (on a scale of 1 - 10, please rate your skill level: 1 = no experience, 10 = mastery of skill)

Item	Rating	Item	Rating	Item	Rating	Item	Rating
<input type="checkbox"/> New Door		<input type="checkbox"/> Lock - Building Front Door		Install frame on Window/Door		<input type="checkbox"/> Repl Glass in Window /Dr	
<input type="checkbox"/> Install Window		<input type="checkbox"/> Install new doorframe		<input type="checkbox"/> Refit Door to Frame		<input type="checkbox"/> Install new kitchen flr	
<input type="checkbox"/> Install Lock - interior		<input type="checkbox"/> Install new kitchen floor		<input type="checkbox"/> Install / Fix Parquetwood flr		<input type="checkbox"/> Inst new window	
<input type="checkbox"/> Lock - Apt front floor		<input type="checkbox"/> Install new window into apt		<input type="checkbox"/> Install / Fix Oak Floorslaks			

BURNER / BOILER EXPERIENCE:

Name of Equipment	Manufacturer	Type / Model#	Yrs of Experience	Licensed

TOOLS THAT YOU CURRENTLY OWN (please check off all that apply)

CARPENTRY	PLUMBING	PLUMBING	ELECTRICITY	OFFICE TOOLS
<input type="checkbox"/> Jig Saw	<input type="checkbox"/> Wrench Set #10- 18	<input type="checkbox"/> Pipe-Cutter (up to 2")	<input type="checkbox"/> Tester	<input type="checkbox"/> Beeper
<input type="checkbox"/> Level	<input type="checkbox"/> Seat Extractor (set)	<input type="checkbox"/> Electric Snake - 25'	<input type="checkbox"/> Wire Cutter	<input type="checkbox"/> E-mail / On-Line Access
<input type="checkbox"/> Plane	<input type="checkbox"/> Basin Wrench	<input type="checkbox"/> Toilet Snake	BURNER/BOILER	
<input type="checkbox"/> Hammer	<input type="checkbox"/> Channel Locks	<input type="checkbox"/> Saw-Z-All	<input type="checkbox"/> #6 Oil Burner License (please attach)	<input type="checkbox"/> Fax Machine
				<input type="checkbox"/> Computer

REFERENCES

Reference#	NAME: Last, first	Tel#	Relation to You (cannot be related nor former employer)
Reference#1	()	-	
Reference#2	()	-	
Reference#3	()	-	

ESSAY: Please state briefly why you feel you are qualified for this position

IMPORTANT NOTICE: If a position is offered, you will be required to deposit 2 months security deposit into an interest bearing account. A rent free apartment is part of your compensation package along with free utilities. In the event of your resignation or termination, you will be expected to vacate the apartment within 5 days. If you move out within this time, your security deposit will be returned as long as you leave your apartment in good condition excepting normal wear and tear. If you take longer than 5 days, your security deposit will be deducted pro-rata for each extra day that you stay in the apartment.

I Certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature