

Application for Employment



25 WOODS LAKE ROAD, SUITE 714
 GREENVILLE, SC 29607
 864-242-9988 (PHONE) 864-242-0512 (FAX)
 PK MANAGEMENT, LLC PARTICIPATES IN E-VERIFY.

For Office Use Only
 Location/Property: _____
 Received by HR: _____

EMPLOYMENT WITH PK Management, LLC IS AT-WILL. THIS MEANS THAT THERE IS NO GUARANTEED DURATION OF EMPLOYMENT AND EITHER PK Management, LLC OR THE EMPLOYEE MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT PRIOR NOTICE.

(PLEASE PRINT)

Position applied for _____ Date of application ____/____/____
 Name: _____
LAST FIRST MIDDLE
 Address: _____
STREET (No PO BOXES) CITY STATE ZIP CODE
 Telephone # (____) _____ Mobile/Beeper/Other Phone # (____) _____
 Email _____ How did you first learn about the position? _____
 Have you ever been employed with this Company before? Yes No
 Do you have any relatives who are employed by the Company?.... Yes No If so, who? _____
 Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?..... Yes No
 Are you legally eligible for employment in this country and able to provide proper documentation?..... Yes No
 Date available for work..... ____/____/____
 Type of employment desired: Full-Time Part-Time Temporary Salary or wages desired \$ _____ per _____

Employment History

Provide the following information for your past four (4) employers, assignments or volunteer activities, starting with the most recent.

FROM (MONTH/YEAR)	TO (MONTH/YEAR)	EMPLOYER	TELEPHONE ()
JOB TITLE		ADDRESS/CITY/STATE	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING			
FROM (MONTH/YEAR)	TO (MONTH/YEAR)	EMPLOYER	TELEPHONE ()
JOB TITLE		ADDRESS/CITY/STATE	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING			
FROM (MONTH/YEAR)	TO (MONTH/YEAR)	EMPLOYER	TELEPHONE ()
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JOB TITLE		ADDRESS/CITY/STATE	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
REASON FOR LEAVING			

Skills and Qualifications

Summarize any 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

<u>NAME AND LOCATION</u>	<u>YEARS COMPLETED</u> (Please circle one)	<u>DID YOU GRADUATE?</u>		<u>COURSE OF STUDY</u>
HIGH SCHOOL	1 2 3 4			
COLLEGE	1 2 3 4	MAJOR	DEGREE	
OTHER	1 2 3 4			

Business/Work References

<u>NAME</u>	<u>TELEPHONE</u>	<u>YEARS KNOWN</u>
	()	
	()	
	()	

I UNDERSTAND THAT IF I AM EMPLOYED, ANY MISREPRESENTATION OR MATERIAL OMISSION MADE BY ME ON THIS APPLICATION MAY RESULT IN CANCELLATION OF THIS APPLICATION OR IMMEDIATE DISCHARGE FROM **PK Management, LLC**, WHENEVER IT IS DISCOVERED.

I GIVE **PK Management, LLC** THE RIGHT TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES, EMPLOYERS, EDUCATIONAL INSTITUTIONS, GOVERNMENT AGENCIES AND TO OTHERWISE VERIFY THE ACCURACY OF THE INFORMATION CONTAINED IN THIS APPLICATION. I AGREE TO AND UNDERSTAND A PRE-EMPLOYMENT DRUG SCREENING IS REQUIRED. I HEREBY RELEASE FROM LIABILITY **PK Management, LLC** AND ITS REPRESENTATIVES FOR SEEKING, GATHERING AND USING SUCH INFORMATION FOR EMPLOYMENT-RELATED PURPOSES AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

PK Management, LLC 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 LOCAL, STATE OR FEDERAL LAW.

THIS APPLICATION IS CURRENT FOR ONLY 60 DAYS. AT THE CONCLUSION OF THIS TIME, IF I HAVE NOT HEARD FROM **PK Management, LLC** AND STILL WISH TO BE CONSIDERED FOR EMPLOYMENT, IT WILL BE NECESSARY TO 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 **PK Management, LLC** RESERVES 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 REPRESENTATION BY AN EMPLOYEE OF **PK Management, LLC** OTHER THAN AN AUTHORIZED OFFICER, HAS THE AUTHORITY TO MAKE ASSURANCES TO THE CONTRARY. I FURTHER UNDERSTAND THAT ANY SUCH ASSURANCES MUST BE IN WRITING AND SIGNED BY AN AUTHORIZED OFFICER.

ANY OFFERS OF EMPLOYMENT WITH PK MANAGEMENT, LLC ARE CONTIGENT ON (1) A BACKGROUND INQUIRY AND DRUG SCREEN CONDUCTED PRIOR TO THE FIRST DAY OF EMPLOYMENT; AND (2) PROPER DOCUMENTATION OF YOUR IDENTITY AND ELIGIBILTY TO WORK IN THE UNITED STATES, PURSUANT TO THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____ Date ____/____/____
(Required)



CRIMINAL HISTORY INQUIRY

ALL APPLICANTS:

The existence of a criminal record is not an absolute bar to employment. Only convictions related to your suitability for employment in the position for which you apply will be considered. The Company will consider, among other factors: (1) the nature and gravity of the offense or conduct; (2) the time passed since conviction or completion of sentence; and (3) the nature of the job held or sought.

IMPORTANT – BEFORE RESPONDING TO THE QUESTION BELOW:

Read the further disclosures and instructions below if you are applying for a job in one of the following states:

California; Connecticut; Georgia; Nevada; New York; New Jersey; Ohio; Pennsylvania; or Rhode Island.

Read the further disclosures and instructions below if you are applying for a job in one of the following municipalities:

San Francisco, California; New Haven, Connecticut; Detroit, Michigan; Kansas City, Missouri; or Pittsburgh, Pennsylvania.

Have you been convicted of a misdemeanor involving any type of theft, dishonesty, or violence, or been convicted of any felony, within the past seven (7) years? A conviction includes any plea (e.g., guilty, *nolo contendere*, no contest), verdict or other finding of guilt regardless of whether probation or other sentence is imposed by the court.

Do not answer “yes” if the conviction has been expunged, annulled, sealed, statutorily eradicated, restricted, erased, dropped, pardoned, dismissed, discharged, resulted in acquittal or referral to a diversion program, or otherwise removed from your record pursuant to court order.

YES NO NOT APPLICABLE

If you answered “yes” to the question above, please provide the details of all convictions, including the type of offense, date of conviction, sentence, and any other information that may be relevant:



Instructions and Exceptions for specific States and Municipalities:

Applicants for **Jobs in (1) New Jersey, (2) Rhode Island; (3) San Francisco, California; (4) New Haven, Connecticut; (5) Detroit, Michigan; (6) Kansas City, Missouri; or (7) Pittsburgh, Pennsylvania ONLY:**

- Do NOT answer this question or provide criminal conviction information.
- **Please select “Not Applicable.”**

Applicants for **California Jobs Only:**

- Do not answer “yes”: (1) if the conviction has been expunged, annulled, sealed, dismissed, statutorily eradicated, pardoned, or otherwise removed from your record pursuant to court order; or (2) if the conviction was related solely to marijuana and is more than 2 years old; or (3) for a misdemeanor conviction for which probation has been completed or otherwise discharged and the case has been dismissed by a court. Do not provide any information regarding referral to, or participation in, any post-trial or pre-trial diversion program.

Applicants for **Connecticut Jobs Only:**

- You are not required to disclose the existence of any arrest, criminal charge or conviction if the records have been erased under Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a. These are defined as records related to (a) determinations of "delinquency" or that, as a child, you were a member of a family with service needs; (b) a ruling you are a "youthful offender"; (c) a finding you are not guilty for a criminal charge; (d) the dismissal or no prosecution of a charge; or (e) a conviction for which you have received an "absolute pardon." If you have an erased criminal record, as described above, you shall be deemed to have never been arrested and you can swear under oath that you have never been arrested for the erased offense.
- Do not answer “yes” if the conviction has been erased under any of these laws.

Applicants for **Georgia Jobs Only:**

- Do not answer “yes” if the conviction is a first offense that resulted in probation where the probation has been completed.

Applicants for **New York Jobs Only:**

- Do not answer “yes” if the conviction relates to a youthful offender adjudication.

Applicants for **Nevada Jobs Only:**

- Do not answer “yes” unless you have been convicted of a misdemeanor that resulted in incarceration within the past three (3) years, or have been convicted of a felony.

Applicants for **Ohio Jobs Only:**

- Do not include convictions for misdemeanor possession of controlled substances.

Applicants for **Pennsylvania Jobs Only:**

- Do not answer “yes” for any conviction for a misdemeanor or summary offense.

