



MANAGEMENT
GROUP, LTD.

P. O. BOX 1567

DUNN, NC 28335

Phone: (910) 892-5999

Fax: (910) 892-0939

Email: dth@dthmanagement.com

Company Equal Opportunity Policy

It is the policy of the company to give all applicants for employment equal consideration without regard to race, sex, age, marital status, religion, national origin or non-job-related disability.

Employee Application

Personal Information

Today's Date:

Name:

First

Middle

Last+Suffix

Name you go by

Address:

City:

State:

Zip Code:

Phone Number (home)

() -

Phone Number (work)

() -

Phone Number (mobile)

() -

SSN: - -

Sex: Male Female

Position Applied For

Site Manager

Maintenance

Other

Email Address:

Are you available to work?

Full-Time

Part-Time

Temporary

Are you currently employed?

Yes No

Full-Time Part-Time

Can we contact your current or previous
Employers? Yes No

Have you ever worked for DTH Management Group
before? Yes No

Have you ever applied to work at this Company
before? Yes No

Are there any obstacles that would
prohibit you from performing work on
weekends and/or after hour calls?

Yes No

Who referred you to this Company?

On what date are you available to begin work?

Have you ever been convicted of any
violation of law other than minor
traffic violations? Yes No

Have you ever been Bonded? Yes no

If Yes please provide the date(s) and details?

Desired Salary: \$

Do you currently work for another property management
company? Yes No

Name of any relatives or friends employed by Company:

Education			
School	Name and Location	# of Years Attended	Did you Graduate?
High School			____ Yes ____ No
College			____ Yes ____ No
Trade or Business School			____ Yes ____ No
Please list all degrees and/or certifications you currently hold:			
Work History			
1	Name of Present or Last Employer:	Phone #:	
	Address:	Starting Date:	
	Position:	Ending Date:	
	Reason for Leaving:	Salary:	
2	Name of Next previous Employer:	Phone #:	
	Address:	Starting Date:	
	Position:	Ending Date:	
	Reason for Leaving:	Salary:	
3	Name of Next previous Employer:	Phone #:	
	Address:	Starting Date:	
	Position:	Ending Date:	
	Reason for Leaving:	Salary:	
4	Name of Next previous Employer:	Phone #:	
	Address:	Starting Date:	
	Position:	Ending Date:	
	Reason for Leaving:	Salary:	

DTH Management Group, LTD Maintenance Technician Job Skills Questionnaire
(for applicants applying for tech positions only)

Plumbing		
<i>Skilled</i>	<i>Needs Training</i>	<i>Task</i>
		Rebuild/change out commodes
		Rebuild/change out faucets for tubs/sinks and change out sinks
		Repair damaged pipe line and fittings-Pex, Quest, PVC, Copper
		Replace hot water heater
		Replace heating elements/thermostats in water heater
Electrical		
<i>Skilled</i>	<i>Needs Training</i>	<i>Task</i>
		Replace receptacles/switches, including ground fault
		Replace light Fixtures
		Replace breakers in panel box
		Replace smoke detectors
		General repair of electrical circuits
		Repair stoves, change out oven and cook top elements
Carpentry		
<i>Skilled</i>	<i>Needs Training</i>	<i>Task</i>
		Install/hang interior and exterior doors
		Install door knobs
		Case doors and windows
		Install baseboards and corner round
		Repair cabinet box, door and drawers
		General carpentry repairs
Painting and Drywall		
<i>Skilled</i>	<i>Needs Training</i>	<i>Task</i>
		Repair/replace drywall; cutting out/repairing large and small holes, taping, and finishing for paint
		Ceiling repair, including textured ceilings
		Painting; full paints and touchups
General Maintenance		
<i>Skilled</i>	<i>Needs Training</i>	<i>Task</i>
		Hanging horizontal mini blinds and vertical patio door blinds
		Troubleshoot refrigerator problems, replace door gaskets, clean drain lines
HVAC		
<i>Skilled</i>	<i>Needs Training</i>	<i>Task</i>
		General knowledge of troubleshooting HVAC systems
		Clean coils and maintain drain pans/clean lines
		Change air filters
Other skills not listed above:		

DTH Management Group, LTD Management Skills Questionnaire

No Knowledge	Some Knowledge	Proficient	
			Computer Skills
			Excel Software
			MS Word Software
			Email
			Basic Mathematics
			Filing Systems
			Budget Control
			Customer Service
			Public Speaking
			Dealing with Stress
			Time Management
			Organizational Skills
			Section 42 Tax Credits
			Rural Development
			HUD
			Conventional Leasing
Description of any additional specialized training that you consider relevant:			

References

List name and telephone number of three business/work references who are not related to you				
Name	Title	Relationship to applicant	Telephone	Number of Years known
			()	
			()	
			()	
			()	
List any additional Information you would like us to consider:				

Employment Statement (please read carefully and sign)

To be considered for employment, I agree to submit to a drug screening prior to being offered a position. I understand that random drug screening may also be required as a condition of continued employment. I understand that a criminal background check will be performed during the pre-employment process.

I understand that a valid driver's license is required as a condition of employment and that an employee is expected to maintain a valid driver's license. The Company may, at any time, request evidence of a current valid driver's license.

I agree to conform to the rules and regulations of the Company and any revisions thereof. I certify that the facts contained in this application are true and complete to the best of my knowledge and understanding that, if employed; falsified statements on this applications shall be grounds for dismissal.

I authorize investigation of all statements contained herein and authorize the references listed to give all information concerning any previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damages that may result from furnishing same to you. The Company is hereby authorized to obtain consumer reports about me.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time with or without notice and with or without cause. I understand that this application is not intended to be a contract or agreement of employment. Any contract or agreement to be binding upon the Company must be in writing and signed by a Corporate Official.

It is understood that this application for employment will remain active for up to 90 days; after 90 days reapplication will be necessary.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing applicant statement.

Signature of Applicant: _____ Date: _____

DTH Management Group is an Equal Opportunity Employer

DTH Management Group, Ltd.

Applicant Authorization to Release

Information - Please Print	
Applicant Name:	
Applicant Address:	
Home Telephone Number:	Date of Birth:
Social Security Number:	
Driver License Number:	State Issued:

Authorization

I hereby authorize DTH Management Group, Ltd. To perform a criminal background check. I understand that verification will be made concerning any criminal history that may exist. I also authorize DTH Management Group, Ltd. to perform drug and alcohol testing as part of pre-employment screening.
Authorized by: _____
Date: _____
Photo copies may be used as originals for verifications. _____ (Initial)