



NORTHERN MANAGEMENT'S EMPLOYMENT PACKET

Northern Management is a real estate property management firm located in St. Cloud, Minnesota. The firm manages apartment complexes throughout the state. There is a wide variety of housing that we manage, which includes market rate family housing, tax credit housing, student housing, and various other residential housing projects. The company was started back in 1989 and has had a very strong steady growth pattern throughout the last decade.

The personnel that we hire within our organization are the key components to our success. We are seeking organized, motivated, and detail oriented individuals that go beyond the basic job duties in which they are responsible for. For these individuals that fit these characteristics we can offer steady employment and a competitive wage. Our organization heavily relies on the interaction of dependable employees and we are only seeking those candidates that can apply themselves and strive to have above average performance.

If this brief scenario fits in with your personal career goals, we encourage you to fill out this application to join our team. Please fill out all areas completely, even if you are attaching a resume. Since our business deals with handling money and having access to other people's homes, we conduct a full criminal and credit investigation on all applicants. We are simply asking for complete and honest answers on all material that you fill out so that it matches up with your personal history. If there are areas that need an explanation, please feel free to elaborate on it below the area, or on an attached page.

We are hopeful that you can become a part of our enthusiastic and motivated team. We certainly try to keep a small corporation approach with all of our fellow co-workers and create an enjoyable work environment. All prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status. We certainly appreciate you taking the time to fill out this application. Thanks!

P E R S O N A L	Last Name	First	Middle	Social Security No.	E-mail Address	
	Street Address	City	State	Zip	Home Phone () -	
	Referred by:	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			Business Phone () -	
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Month and Year				Cell/Pager () -	
	Position Desired:	Pay Expected:			How did you learn of our organization?	
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No				When will you be available to begin work?	
	Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				Can you travel if the job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Do you have any physical, mental or medical impairment or disability that would limit your job performance for the position for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what can be done to accommodate your limitation?					

E D U C A T I O N	Name and Location of School		Circle Last Yr. Completed	Did you Graduate?	Subjects Studied and Degrees Received
	High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College, Trade, Business or Other Schooling		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Job Related Skills, Subjects of Study, Military Experience, etc: _____ _____				

E M P L O Y M E N T	Date (Month and Year)	Company Name City & State Supervisor's Name	Telephone# and Fax#	Salary (upon leaving)	Position	Reason for Leaving
	From		T:			
	To		F:			
	From		T:			
	To		F:			
	From		T:			
	To		F:			
	From		T:			
To	F:					

R E F E R E N C E S	Name	City & State	Telephone # and Fax #	Position/Relationship To	Years Acquainted
	1.		T: F:		
	2.		T: F:		
	3.		T: F:		

Since the position you have applied for requires physical abilities, operating a vehicle, access to personal belongings, and handling of funds, all applicants are required to answer the following questions. Please circle the appropriate response and explain answers below in comment section if necessary.

E M P L O Y M E N T Q U E S T I O N S	Yes / No	1. This position requires you to lift a minimum of 65 pounds. Do you have any physical restrictions that could prohibit you from doing so?
	Yes / No	2. Are you currently, or have you ever, received Workman's Compensation?
	Yes / No	3. Do you have a valid and current Driver's License?
	Yes / No	4. Do you have any driving or vehicle violations within the last 5 years?
	Yes / No	5. Have you ever been convicted or accused of a crime (other than a minor traffic violation)?
	Yes / No	6. Have you ever been evicted or asked to leave from a rental unit?
	Yes / No	7. Have you ever been turned over to a collection agency?
	Yes / No	8. Are you able to be bonded? (If you have a criminal record, indicate "no")
		9. How would you rate your credit rating? POOR FAIR GOOD EXCELLENT Please explain problems below.
EXPLANATION SECTION (LIST MONTH & DATE WITH EACH ITEM):		

I attest that the information that is provided in this Application for employment is true, correct and complete. I understand that acceptance of any offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. I understand that any false, misleading or incomplete information may be grounds for the rejection of my application. If I am employed, any misstatement or omission of facts on the application may result in dismissal, without recourse. I hereby give Northern Management permission to conduct a complete pre and post employment investigation.

Signature: _____ Date: _____

In Case of Emergency Notify: _____
Name Relationship Telephone Number



Northern Management
 1725 W. St. Germain
 St. Cloud, MN 56301
 (320) 255-9262
 Fax: (320) 255-9282

**AUTHORIZATION FOR RELEASE
 OF CREDIT REPORT, CRIMINAL
 HISTORY AND DRIVING RECORD**

Northern Management's policy requires that all individuals under serious consideration for employment must have a thorough background investigation completed. For the purposes of employment, we require all applicants to be complete in their disclosure information. Many situations do not automatically disqualify applicants provided the information is noted in advance. This information should have been explained on the previous page in the section "Employment Questions". I authorize Northern Management, along with all governmental and contracted agencies associated with this background investigation, to obtain my credit report, conduct criminal background checks and review my driving record.

Signature: _____ Date: _____

P
E
R
S
O
N
A
L

Full Name: _____

Alias, Former and/or Maiden Names: _____

Present Address: _____

Former Address: _____

Social Security Number: _____ D.O.B.: _____ Sex: M / F

Driver's License Number: _____ State: _____

C
R
I
M
I
N
A
L

Kari Koskinen Manager Background Check Act

As a requirement of Minnesota law, a search of the Minnesota State Criminal Records Repository and/or the Federal Bureau of Investigation's Criminal Justice Information Criminal Files will be performed on you pursuant to Minnesota Statutes 299C.67 to 299C.71. I understand that I have the following right in conjunction with the law: To be informed of the State's response and obtain a copy, obtain from the State any record that forms the basis, I have the right to challenge, and to be informed if this report is the basis in termination of employment or employment denied.

C
R
E
D
I
T

If a credit report is obtained for purposes of employment, you may receive a free copy of your credit report from the credit reporting agency. Please check the appropriate box below:

Applicant: I am requesting a copy of my credit report to the address listed above. [] Yes [] No

Northern Management: Credit Report Obtained [] Yes [] No Date: _____ Time: _____

Credit Reporting Agency: (281.878.1974): By _____ Date Mailed: _____ Time: _____



S
I
G
N

I authorize the photo copying of this form and the release of employment references to Northern Management.

Signature of Applicant

Date

Employment Reference

Dear: _____ Telephone _____ Fax _____

Re: _____ Social Security Number _____

The above named has applied for employment through our company. We would appreciate your completing the information requested and fax / mail it back to our office. You may be assured that any information you supply will be held in the strictest confidence.

Employed as: _____ From _____ to _____

Reason for Leaving _____

	Very Good	Good	Average	Poor	Very Poor
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attn to Detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Signature _____ Title _____ Date _____

Thank you for helping us in our employment screening process. If you have any questions, please feel free to call me.

Hiring Agent
A67.601/58.561/70-1734

Please fax back to:

320.255.9282

Or mail to: Northern Management, P.O. Box 7792, St. Cloud, MN 56302
Telephone Number 320.255.9262