



**Penn Apartment Staffing, LLC  
PRE-APPLICATION QUESTIONNAIRE**

\_\_\_\_\_  
Name – Please Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone number

What job(s) are you applying for?

\_\_\_\_\_

What is your expected pay rate?

\_\_\_\_\_

How did you hear about Penn Apartment Staffing?

\_\_\_\_\_

Are you willing to take a drug screen according to our policy?

☐

Yes

☐

No

Will you release your background information inclusive of criminal records?

☐

Yes

☐

No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Penn Apartment Staffing, LLC

### NOTICE TO JOB APPLICANTS

I hereby authorize **Penn Apartment Staffing, LLC** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment purposes. PLEASE complete all requested information.

APPLICANTS NAME: \_\_\_\_\_  
Last Name First Name Middle Name

OTHER NAMES USED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Apt.# City State Zip

DRIVER LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_ D.O.B: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

It is possible that your employment may be determined in whole or part using data from a report supplied by: **PublicData.com and/or Backgroundchecks.com**

I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas:

***Verification of social security number; current and previous residences; employment history including all personnel files; education including transcripts; character references; credit history and reports; criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; birth records; motor vehicle records to include traffic citations and registration; and any other public records or to conduct interviews with third parties relative to my character, general reputation, personal characteristics or mode of living.***

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me to **Penn Apartment Staffing, LLC** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release **Penn Apartment Staffing, LLC**, the Social Security Administration, and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# Penn Apartment Staffing

## APPLICATION FOR EMPLOYMENT

### Personal Information

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (Apt) (City) (State) (Zip)

Mailing Address: \_\_\_\_\_  
(Street) (Apt) (City) (State) (Zip)

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Have you ever been convicted of a felony?

**Please Circle:** Yes No

Do you have a legal right to work in the United States?

**Please Circle:** Yes No

If yes, please explain: \_\_\_\_\_ Transportation: Car Bus Other

\_\_\_\_\_

### Education

	Name and location	Circle last year completed	Did you graduate?	Subjects studied
High School		9 10 11 12		
College		1 2 3 4 5		
Graduate School		1 2 3 4		
Trade, Business or Correspondence School		1 2 3 4		

Do you have any professional or vocational licenses/certifications that relate to the position for which you are applying? \_\_\_\_\_

If yes, please describe below:

Type of license or certification:	Date Issued / Date Expires	License Number

Do you have any training or special skills relative to the positions for which you are applying? If so, please include your skill level and/or years of experience.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employment History

### 1. Most Recent Employer

Name of Company: \_\_\_\_\_ Dates: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Supervisor: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

Position: \_\_\_\_\_ Pay Rate: \_\_\_\_\_ Circle One: Hourly Weekly Monthly

Why did you leave? \_\_\_\_\_

### 2. Employer

Name of Company: \_\_\_\_\_ Dates: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Supervisor: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

Position: \_\_\_\_\_ Pay Rate: \_\_\_\_\_ Circle One: Hourly Weekly Monthly

Why did you leave? \_\_\_\_\_

### 3. Employer

Name of Company: \_\_\_\_\_ Dates: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Supervisor: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

Position: \_\_\_\_\_ Pay Rate: \_\_\_\_\_ Circle One: Hourly Weekly Monthly

Why did you leave? \_\_\_\_\_

### Additional Professional References – Please List 3

Name of Person: \_\_\_\_\_ Name of Company: \_\_\_\_\_

Position/Title of Reference: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

Name of Person: \_\_\_\_\_ Name of Company: \_\_\_\_\_

Position/Title of Reference: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

Name of Person: \_\_\_\_\_ Name of Company: \_\_\_\_\_

Position/Title of Reference: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

# REAL ESTATE/APARTMENT INDUSTRY EXPERIENCE (MAINTENANCE)

Name: \_\_\_\_\_

**Please mark an X in the box of any of the following that apply to you.**

**Availability:**

I will work any day of the week ☐ AD1  
I will work Monday through Friday ☐ AD7

**Languages (select all that apply):**

No habla Ingles ☐ AF6  
I speak Spanish ☐ AF1  
I speak French ☐ AF2  
I speak German ☐ AF3  
I speak Japanese ☐ AF4  
I am bilingual ☐ AF9  
I speak another foreign language ☐ AF5

I write English ☐ AF8  
I read English ☐ AF7

**Transportation:**

I have my own transportation ☐ AO4  
I utilize Public Transportation ☐ AO9

**Property Type Experience (select all that apply):**

A, B & C Properties (All types) ☐ BA4  
A Property ☐ BA1  
B Property ☐ BA2  
C Property ☐ BA3  
High Rise Multi-Family ☐ BA5  
Major Rehab or Renovations ☐ BB1  
HUD/Subsidized Housing ☐ BB3  
Tax Credit Experience ☐ BB4  
1 Story Office Building ☐ BC1  
Multi-Story Office Building ☐ BC2  
Hotel/Motel ☐ BO1  
Senior Living Facilities ☐ BO5

**Licenses / Certifications (select all that apply):**  
**We will need copies of any licenses/certifications.**

CAM ☐ CA1  
PLP ☐ CB1  
Fair Housing Compliance ☐ CB2  
ARM ☐ CA3  
CAPS ☐ CC1  
CPM ☐ CC2  
Real Estate Broker License ☐ CD1  
Real Estate Salesman License ☐ CD2  
EPA approved-Freon Recovery Certificate  
Type 1 ☐ CM4  
Type 2 ☐ CM5  
Type 3 ☐ CM6  
Universal ☐ CM7  
A/C & Heating License ☐ CN1  
Plumbing License ☐ CN2  
Electrical License ☐ CN3  
Pool Certification ☐ CN4

**Work Experience (select all that apply):**

Real Estate/Property Management

Maintenance Supervisor ☐ XN1  
Lead Maintenance ☐ XP1  
Asst Maintenance ☐ XQ1  
Make Ready ☐ XR1  
Porter/Grounds ☐ XS1  
Housekeeping ☐ HK1  
I will do porter work ☐ AP1  
Power washing ☐ AP3  
I have my own hand tools ☐ AP2

Sprinkler System

Troubleshoot & Repair ☐ ML1

Hot Water Heater/Circulating Pumps

Replace & Repair ☐ MH1

Hot Water Heater

Repair ☐ MH2

Circulating Pumps

Repair Only ☐ MH5

Stoves

Install new/troubleshoot ☐ MB1

Dishwashers

Install new/troubleshoot ☐ MB5

## REAL ESTATE/APARTMENT INDUSTRY EXPERIENCE (MAINTENANCE)

### Refrigerator

Troubleshoot	<input type="checkbox"/>	MC1
Charge	<input type="checkbox"/>	MC2
Install Icemaker	<input type="checkbox"/>	MC4

### Trash Compactor

Install	<input type="checkbox"/>	MC8
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### Locks

Re-key	<input type="checkbox"/>	MK1
Install new/Replace	<input type="checkbox"/>	MK2

### Floors

Lay Tile Squares/Sheet Tile	<input type="checkbox"/>	MG2
Lay Tile Ceramic/Walls/Floor	<input type="checkbox"/>	MG5
Clean Carpet	<input type="checkbox"/>	MG6
Sub-floor/Repair	<input type="checkbox"/>	MG8

### Plumbing

Plumbing All	<input type="checkbox"/>	MD9
Sweat Pipes	<input type="checkbox"/>	MD1
Replace Faucets	<input type="checkbox"/>	MD2
Replace Shower Pans	<input type="checkbox"/>	MD4
Replace Disposal	<input type="checkbox"/>	MD5
Sewer Backups	<input type="checkbox"/>	MD7
Repair Commodes	<input type="checkbox"/>	MD8
Troubleshoot/Repair		
Underground Leaks	<input type="checkbox"/>	MD6

### Electrical

Electrical All	<input type="checkbox"/>	ME9
Rewire Electric Outlets/		
Receptacles	<input type="checkbox"/>	ME1
Install New Outlets/		
Receptacles	<input type="checkbox"/>	ME2
Install Ceiling Fans	<input type="checkbox"/>	ME3
Install Exterior Light Fixtures	<input type="checkbox"/>	ME4
Install Breaker Boxes	<input type="checkbox"/>	ME6
Add Breakers to Existing Box	<input type="checkbox"/>	ME7
Troubleshoot Elec. Shorts	<input type="checkbox"/>	ME8

### Paint

Complete Interior	<input type="checkbox"/>	MF1
Paint/Hang Sheetrock	<input type="checkbox"/>	MF3
Tape/Bed/Texture	<input type="checkbox"/>	MF5
Paint/Wallpaper	<input type="checkbox"/>	MF6
Paint/Shoot Acoustics	<input type="checkbox"/>	MF7
Paint/Resurface Appliances	<input type="checkbox"/>	MF8

### Resurface

Countertops	<input type="checkbox"/>	MF9
Bathtubs	<input type="checkbox"/>	MR6
Cabinets	<input type="checkbox"/>	MR7
Sinks	<input type="checkbox"/>	MR8

### Carpentry

Hang Doors Interior/Exterior	<input type="checkbox"/>	MI1
Replace Jambs Interior/Ext.	<input type="checkbox"/>	MI2
Replace Countertops	<input type="checkbox"/>	MI3
Hang Cabinets	<input type="checkbox"/>	MI4
Build Drawers	<input type="checkbox"/>	MI5
Repair Patios/Fences/Gates	<input type="checkbox"/>	MI6

### Glass

Replace Patio Door Glass	<input type="checkbox"/>	MJ1
Replace Shower Door Glass	<input type="checkbox"/>	MJ2

### HVAC

All	<input type="checkbox"/>	MA0
Chill Water/Boiler System	<input type="checkbox"/>	MA1
Heat Pumps	<input type="checkbox"/>	MA2
Individual	<input type="checkbox"/>	MA3
Replace Condenser Units	<input type="checkbox"/>	MA4
Replace/Troubleshoot		
Compressors	<input type="checkbox"/>	MA5
Repair Compressors Only	<input type="checkbox"/>	MA6
Troubleshoot/Repair Complete		
Systems	<input type="checkbox"/>	MA7
Repair Only Complete Systems	<input type="checkbox"/>	MA8
Change System Freon	<input type="checkbox"/>	MA9

### Pools

Chemicals/Clean/Maintain	<input type="checkbox"/>	MP1
Repair Pumps & Equipment	<input type="checkbox"/>	MP2

### Windows

Repair Screens	<input type="checkbox"/>	MM1
Replace Windows	<input type="checkbox"/>	MO1
Repair Leaks	<input type="checkbox"/>	MO2



Penn Apartment Staffing  
10300 N Central Expressway, Suite 520  
Dallas, TX 75231  
972-426-7070

## **Pay Reduction Agreement**

Your agreement to the following is a condition of your employment with Penn Apartment Staffing ("Penn").

When you accept an assignment by Penn to one of its clients, Penn expects you to be at the client's location on time and to be prepared to focus on your job for the entire work shift, unless you provide suitable documentation, in Penn's sole discretion, of an emergency.

In any of the following events occur while you are on assignment by Penn, you hereby agree and consent to Penn reducing your rate of pay for the entirety of that particular workweek to the then current federal minimum wage rate:

- If you leave for lunch and do not return.
- If you leave the location prior to your scheduled end of the workday without authorization or approval of your supervisor.
- If you are a no-show / no-call on any day of the assignment.

If you have worked more than 40 hours during the workweek of the infraction, you will be paid overtime pay in accordance with federal law but it will be calculated utilizing the reduced pay amount as will the regular rate of pay for that workweek.

Finally, Penn retains the right to terminate your employment or terminate the assignment to its client at any time for any reason or no reason. Please remember that you represent Penn Apartment Staffing while you are on assignment. We expect you to conduct yourself in a professional manner at all times.

You will not be allowed to comment work with Penn unless you sign and date the signature block below.

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Employee Signature

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Date

Penn Apartment Staffing



## Certification, Consent and Authorization

Please Read

In submitting this application for employment, I authorize investigation of all statements contained herein. I state that the information provided to you in this application is true and complete. I understand and agree that any misrepresentation (including omission of information) by me in this application will be sufficient cause for cancellation of the application and/or for separation from Penn Apartment Staffing.

I understand that if accepted for employment, I will be on Penn's payroll at your clients' location. I understand that any information obtained while working for Penn's clients will be kept confidential. **It is agreed that I will obtain permission from Penn Apartment Staffing before discussing any permanent opportunities with your client.**

**I also agree to call or text the Penn Apartment Staffing office between the hours of 8am-9am following completion of my assignment to make myself available for work. If I fail to do so, Penn Apartment Staffing may assume that I am not available for work, that I voluntarily quit and that unemployment benefits may be denied.**

Applicant Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Acknowledgement of Employment Guidelines

I have received a copy of Penn Apartment Staffing's Employment Guidelines. By signing below, I acknowledge that I have read and understand the policies and agree to comply with them.

### EMPLOYEE:

Applicant Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## WORKWELL, TX

### Employee Acknowledgment of Workers' Compensation Network

I have received information that informs me how to get health care under my employer's workers' compensation insurance.

If I am hurt on the job and live in a service area described in this packet, I understand that:

- I must choose a treating doctor from the list of doctors in the network. Or, I may ask my HMO primary care physician to agree to serve as my treating doctor. If I select my HMO primary care physician as my treating doctor, I will call Texas Mutual Insurance Company at (844) 867-2338 to notify them of my choice.
- I must go to my treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me to a specialist. If I need emergency care, I may go anywhere.
- Texas Mutual will pay the treating doctor and other network providers for the treatment for my compensable injury.
- I may have to pay the bill if I get health care from someone other than a network doctor without prior network approval.

Knowingly making a false workers' compensation claim may lead to a criminal investigation that could result in criminal penalties such as fines and imprisonment.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed name \_\_\_\_\_

I live at: \_\_\_\_\_  
Street address

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Name of employer: Penn Apartment Staffing, LLC

Name of network: WorkWell, TX

#### To the employer:

Each employee must sign this form when you begin the program or within 3 days of being hired, and at the time an injury occurs. Please indicate at which point this acknowledgement was completed.

- ☐ Initiating the network program (companywide)
- ☒ Initial employee notification (new hire)
- ☐ Injury notification (Date of injury:     /     /     )

Keep this completed form in the employee's personnel file. It could be requested by Texas Mutual.

## SAFETY AWARENESS ASSESSMENT

Please answer the following to the best of your ability.

**True or False** – Mark **T** for true and **F** for false in the space provided.

- \_\_\_\_\_ 1. You will be drug tested if you have an on-the-job injury.
- \_\_\_\_\_ 2. If you fail to comply with both Penn Apartment Staffing and the client's safety rules, your employment may be terminated.
- \_\_\_\_\_ 3. As an employee in the workplace, you are expected to take risks, even if it is only a clerical job.
- \_\_\_\_\_ 4. If you observe hazardous conditions or unsafe work practices, you should keep it to yourself.

**Multiple Choice** - Write the letter that correctly answers that statement in the space provided.

- \_\_\_\_\_ 1. Haz Com Training is:
  - a. Training on the hazards and precautions to use when working with chemicals or hazardous materials.
  - b. A foreign language class.
  - c. A training program for machine operation.
- \_\_\_\_\_ 2. When lifting a load, you should:
  - a. Jerk your back to add power.
  - b. Bend at the waist
  - c. Use your legs and keep your back straight.
- \_\_\_\_\_ 3. If your supervisor asks you to operate machinery or equipment you have not been trained to use, you should:
  - a. Go ahead and operate the equipment.
  - b. Tell your supervisor that you have not been trained in the use of the equipment.
  - c. Figure it out by yourself.
- \_\_\_\_\_ 4. You should report an accident and / or on-the-job-injury:
  - a. Monday
  - b. As soon as it happens.
  - c. At the end of your shift.
- \_\_\_\_\_ 5. Your employer is:
  - a. The government
  - b. The company where you are working temporarily.
  - c. Penn Apartment Staffing

\_\_\_\_\_  
Applicants Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Penn Apartment Staffing Representative

\_\_\_\_\_  
Date