



Job Application

Walker Property management, LLC
 120 N. Parker Dr. Janesville WI 53545
 (608) 563-0013

Employment Position- Office Clerk

Walker Property Management, LLC is an equal opportunity employer. This application will not be used for limiting or excluding an applicant from consideration for employment on a basis prohibited by local, state or federal law. Should an applicant need reasonable accommodation in the application process he or she should contact a company representative.

Please fill out all the sections below:

Date:

Applicant Information

Applicant Name:

Address:

City, State, & Zip:

Phone Number:

Email Address:

How did you hear about this position?

Employment Position

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
What days are you available to work?							
What hours are you available to work?							

Yes

No

If needed are you available to work overtime?

On what date can you start if you are hired?

Do you have reliable transportation to and from work?



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Personal Information

	Yes	No
Do you have any friends, relatives or acquaintances working for WPM?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, state name and relationship:		
<hr/>		
Are you 18 years of age or older?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a U.S citizen or approved to work in the United states?	<input type="checkbox"/>	<input type="checkbox"/>
What documentation can you provide as proof of citizenship or legal status?		
<hr/>		
Will you consent to a mandatory controlled substance test?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any condition which would require job accommodations?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please describe accommodations required below:		
Have you ever been convicted of a criminal offense (felony or misdemeanor)?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please state the nature of the crime(s), when, where convicted, and disposition of the case:		
<hr/>		

(Note: Walker Property Management, LLC complies with the ADA and considers reasonable accommodation measures that man be necessary for eligible applicants/employees to perform essential functions)

Job Skills/ Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:



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Education and Training

High School

Name: _____ Location(City, State) _____

Year Graduated: _____ Degree Earned: _____

College/University

Name: _____ Location(City, State) _____

Year Graduated: _____ Degree Earned: _____

Other

Name: _____ Location(City, State) _____

Year Graduated: _____ Degree Earned: _____

Military

Are you a member of the armed services? Yes No

What branch of the Military did you enlist?

What was your military rank when discharged?

How many years did you serve in the military?

What military skills do you possess that would be an asset for this position?

Previous Employment

Company:		Phone:	
Address:			
Supervisor:			
Job Title:		Starting Salary:	Ending Salary:
From:		To:	
Reason for Leaving:			



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Address:			
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From:		To:	
Reason for Leaving:			

Company:		Phone:	
Address:			
Supervisor:			
Job Title:		Starting Salary:	Ending Salary:
From:		To:	
Reason for Leaving:			

References

Please Provide two personal or professional references below

Full Name: _____	Relationship: _____
Phone Number: _____	Email: _____
Full Name: _____	Relationship: _____
Phone Number: _____	Email: _____

Additional Information

Do you have a cell phone? _____

Do you have reliable transportation? _____

Do you have a valid driver's license? _____

Do you have basic computer skills? _____



WALKER
PROPERTY
MANAGEMENT
& REALTY GROUP_{LLC}

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At-Will Employment

The relationship between you and the Walker Property Management, LLC is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Walker Property Management, LLC. No representative of the

Walker Property Management, LLC has authority to enter an agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will” and that you can acknowledge that no oral or written statements or representatives regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Vice-President/Chief Operations Officer or the Company’s President.

X

Applicant Signature and Date