



**ERC Properties, Inc.**  
**An Equal Opportunity Employer**  
**P. O. Box 3945, Fort Smith, Arkansas 72913**  
**815 Fort Street, Barling, Arkansas 72923**  
**Phone [501] 452-9950**  
*Visit our Web Site: [www.erc.com](http://www.erc.com)*

**Confidential**

# Application for Employment

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  

Last
First
Middle Initial

Present Address \_\_\_\_\_  

Street
City
State
Zip Code

Phone \_\_\_\_\_ Alternate # where you may be contacted \_\_\_\_\_

E-mail Address \_\_\_\_\_

Position(s) and Facility Applied for: \_\_\_\_\_

How Did You Hear About this Position? \_\_\_\_\_

Have you ever been employed with ERC Properties before? No Yes, When and Where? \_\_\_\_\_

Expected Salary or Wage? \_\_\_\_\_

What type of employment do you want? Full Time Part Time (Hours) \_\_\_\_\_ Temporary (How long) \_\_\_\_\_

If employed, can and will you work overtime? Yes No Weekends? Yes No

Are you willing to travel? Yes No Do you have auto insurance? Yes No

Are you legally eligible for employment in this country? Yes No Are you at least 18 years of age? Yes No

Do you have your own transportation? Yes No Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

If yes, please explain (What, when & where) \_\_\_\_\_

Please Note: A criminal conviction is not an absolute bar to employment. Each situation will be considered as it concerns the job for which you are applying.

Employment History - Provide your employers over the last ten (10) years starting with the last employer first

Date Mo. - Yr.	Name & Address of Employer	Salary/Wage when leaving	Job Title	Reason for Leaving	Immediate Supervisor & Their Title
<b>1</b>					
<b>From:</b>					
<b>To:</b>	<b>Phone:</b>				
<b>2</b>					
<b>From:</b>					
<b>To:</b>	<b>Phone:</b>				
<b>3</b>					
<b>From:</b>					
<b>To:</b>	<b>Phone:</b>				
<b>4</b>					
<b>From:</b>					
<b>To:</b>	<b>Phone:</b>				

Name \_\_\_\_\_  

Last
First
M.I.

If additional space is needed, please attach another sheet of paper with all of the same information on your other employers.

<b>Date Mo. - Yr.</b>	<b>Name &amp; Address of Employer</b>	<b>Salary/Wage when leaving</b>	<b>Job Title</b>	<b>Reason for Leaving</b>	<b>Immediate Supervisor &amp; Their Title</b>
<b>5</b> From:  To:	  <b>Phone:</b>				
<b>6</b> From:  To:	  <b>Phone:</b>				
<b>7</b> From:  To:	  <b>Phone:</b>				

List any skills, licenses, training or certificates not previously mentioned (i.e. Real Estate License, CPM, COS, STAR, Tax Credit or software experience) \_\_\_\_\_

**Educational Background if job related**

<b>Name and Location of School</b>	<b>Years Completed</b>	<b>Did You Graduate?</b>	<b>Diploma / Degree</b>
High School or GED			
College			
Other			

**As an applicant for employment with ERC Properties, Inc. and/or any of its affiliates, I understand the following:**

- ◆ Any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of my application, or (ii) immediately discharge me, whenever it is discovered.
- ◆ The application forms and materials are the property of ERC Properties, Inc.
- ◆ If I am hired, I am free to resign at any time, with or without cause and without prior notice, and ERC Properties, Inc. (and its affiliates) 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 representative of ERC Properties, Inc. or its affiliates are authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the President of ERC Properties, Inc.

- ◆ This application will remain active for thirty (30) days. At the conclusion of that time, if I have not heard from ERC or its affiliates, it will be necessary to reapply and complete a new application.
- ◆ I may be required to complete and execute a Fidelity Bond Application as a condition of employment.
- ◆ By signing this application, I authorize all previous employers, acquaintances, or others to furnish ERC Properties, Inc. to the extent permitted by Federal or State law, my reasons for leaving, my records, and all other information they may have concerning me. I release them and their company from all liability that may arise from such disclosures. I authorize ERC Properties to make investigations and verify all of my background.
- ◆ I certify that all information I have provided in order to apply for work with ERC or its affiliates is true, correct and complete.

**I certify that I have read, fully understand and accept all of the terms of the above declaration.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

