



Penn Apartment Staffing, LLC

PRE-APPLICATION QUESTIONNAIRE

Name – Please Print

Date

Area code and 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, LLC

APPLICATION FOR EMPLOYMENT

Personal Information

Date: _____

Name: _____
Last Name
First Name
Middle Name

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?
 Yes No

Do you have a legal right to work in the United States?
 Yes No

If yes, please explain: _____ Transportation: Car Bus Other

Education

	Name & 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? Yes No

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. _____



Penn Apartment Staffing, LLC

Employment History

1. Most Recent Employer

Name of Company: _____ Dates: From ___ / ___ To ___ / ___

Address: _____
Street City State Zip

Supervisor: _____ Phone Number: (_____) _____

Position: _____ Pay Rate: _____ 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: _____ 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: _____ 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: (_____) _____



Penn Apartment Staffing, LLC

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 Apartment Staffing's payroll at your client's location. I understand that any information obtained while working for Penn Apartment Staffing'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 immediately 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): _____

Date: _____ Signature: _____



Penn Apartment Staffing, LLC

REAL ESTATE/APARTMENT INDUSTRY EXPERIENCE (MAINTENANCE)

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

Availability:

- AD1 I will work any day of the week
- AD7 I will work Monday through Friday
- AE1 I will work weekends

Languages (select all that apply):

- AF9 I am bilingual
 - AF1 I speak Spanish
 - AF2 I speak French
 - AF3 I speak German
 - AF4 I speak Japanese
 - AF5 I speak another foreign language
-
- AF6 No habla Ingles
 - AF8 I write English
 - AF7 I read English

Transportation:

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

Property Type Experience (select all that apply):

- BA4 A, B & C Properties (All types)
- BA1 A Property
- BA2 B Property
- BA3 C Property
- BA7 Lease Up Property
- BA5 High Rise Multi-Family
- BB1 Major Rehab or Renovations
- BB3 HUD/Subsidized Housing
- BB4 Tax Credit Experience
- BO5 Senior Living

Work Experience (select all that apply):

- XK1 Apartment Manager
- XL1 Assistant Manager
- XM2 Leasing Director
- XM1 Leasing Consultant
- XD1 Admin Assistant
- XA1 Receptionist
- XE1 Data Entry
- EC6 Bookkeeping
- XF3 A/P-A/R-Payroll

Licenses / Certifications (select all that apply):

We will need copies of any licenses/certifications.

- CA1 CAM
- CB1 PLP
- CB2 Fair Housing Compliance
- CA3 ARM
- CC1 CAPS
- CC2 CPM
- CD1 Real Estate Broker License
- CD2 Real Estate Salesman License
- CM1 CAM-T

Property Management On-Site Software (select all that apply):

- EB8 AMSI – Expert
- EB3 AMSI – Some
- EB9 Rent Roll – Expert
- EB4 Rent Roll – Some
- EBC Real Page – Expert
- EBD Real Page – Some
- ECO Yardi – Expert
- ECA Yardi – Some
- EC9 Blue Moon – Expert
- EC8 Blue Moon – Some

Computer/Software Skills (select all that apply):

- LK6 MS Word
- LD6 MS Excel
- LF2 MS PowerPoint
- LF7 Access
- LF6 MS Outlook
- PB7 Quickbooks



Penn Apartment Staffing Employment Guidelines

Employment With Penn Apartment Staffing

Employees hired by Penn Apartment Staffing are OUR employees that are “leased” to our clients. This means that although you are to report to the client supervisor and follow all of their workplace rules and regulations, you are still working for Penn Apartment Staffing.

Any concerns or problems that you have on the jobsite need to be brought to the attention of the Penn Apartment Staffing office—NOT the client. You are not, under any circumstances allowed to confront the client in a hostile or disrespectful manner. Doing so will jeopardize your future employment with Penn Apartment Staffing.

It is Penn Apartment Staffing policy not to send our employees to current or previous employers, unless requested and verified. If you are offered a shift with a current or previous employer, notify our office and we will do our best to reassign you.

Job Assignments

All job assignments are booked through the Penn Apartment Staffing office. If you are available to work, you must call our office to let us know. It is YOUR responsibility to contact us— do NOT wait for us to contact you. Our Staffing Team members keep a daily availability list and if your name is not on the list, we will not call you for assignments.

It is **YOUR** responsibility to confirm that you will work all job assignments. Please do so 24 hours in advance of the scheduled event. A voicemail message is considered acceptable.

It is **YOUR** responsibility to know the details of the assignment! This includes:

- Client name and address – we will provide address, security instructions and parking information if applicable. Please Mapquest or Google the address for driving directions.
- Your start time – arrive 15 minutes early!
- To Whom you will report
- Uniform requirements (when applicable)
- Hourly wage

Please note: You are not allowed to accept an assignment directly from the client, nor should you ever give out your phone number to a client! All assignments MUST be booked through our office to ensure you will be paid!



Penn Apartment Staffing *Employment Guidelines*

Job Assignments (cont.)

Any changes in your schedule must be handled through the Penn Apartment Staffing office. You can NOT switch shifts without the approval of a Penn Apartment Staffing Team member.

As a Penn Apartment Staffing employee, you are expected to assist the client, within reason, with any request. Due to the nature of the multi-family business, you may be requested to assist with a variety of duties outside the specific job you accepted. Do your job with a SMILE and if you have any questions or concerns about the request, complete the assignment and address it with a Penn Apartment Staffing Team member the next business day.

Take pride in your work! The majority of your hours will come from the client requests. Clients appreciate employees who work hard and do a great job – and so do we!

Scheduling

We only allow a verbal acceptance of an assignment from YOU. Family members, friends, etc. are not allowed to accept assignments on your behalf.

Assignments are filled based on client requests and your availability. Keep in mind that a lot of assignments are last minute and if you've called in available, you will be called first for these assignments.

If you know your availability on a weekly basis, please call or text Penn Apartment Staffing to let us know. We will keep this information in your file. Also, note any permanent restrictions (i.e. can't work Thursday evenings due to school, etc.)

Attendance

If you are scheduled to work at a client site and arrive on time, but do not work, you will be paid one hour drive time as compensation. If you arrive at the client site and work, you are eligible for a 4-hour minimum shift.

Occasionally we will assign additional staff to an event in case of a last minute cancellation or no-show. Even though the event may be overstaffed, you may still be able to work. If you do not work at the client, you will be compensated one hour drive time, provided you were at the event 15 minutes prior to start time.

When you accept an assignment, you are expected to be there. Please make certain you don't have any scheduling conflicts before accepting an assignment. In the event you can NOT make your assignment, **notify our office ASAP** so we can make alternate arrangements. **A 24-hour cancellation notice is preferred.** We expect such cancellations will be for **emergency reasons only**—those that cannot be handled by anyone other than yourself.

You **MUST** contact Penn Apartment Staffing upon the completion of each assignment. If you fail to do so, we may assume that you have voluntarily quit without good cause associated with the work which may result in the denial of your unemployment benefits.

A **NO CALL NO SHOW (NCNS)** to an assignment (prior to cancellation) is an immediate termination! There is never an excuse not to call a Penn Apartment Staffing office if you cannot make your assignment. **WE ARE ON CALL 24 HOURS A DAY—DO NOT CALL THE CLIENT!** Call outs will be acceptable in emergency situations only. A pattern of repeated call outs or tardies will be documented in your employee file and addressed accordingly.



Penn Apartment Staffing Employment Guidelines

Time Card Procedures—VERY IMPORTANT!

Penn Apartment Staffing timecards are how both you and our company get paid. Our timecards double as a “contract” with our client. Timecards need to be filled out accurately and neatly. It is YOUR responsibility to keep track and document your hours! Keep a sufficient amount of timecards with you. Our work week begins on Monday, ends on Sunday.

Failure to fill out your timecard properly could result in a delay in pay!

Although your timecard represents a full week worked, you are to use a different timecard for different clients. If you are working at the same client for the entire week, one timecard is fine. You are fully responsible for the completion of information on your timecard before leaving the assignment which includes:

- Your name – legible and neat!
- Start time, end time and any breaks taken
- Total hours for that day (not including breaks)
- Your signature
- The week ending Sunday’s date
- Client signature verifying hours – You will **NOT** be paid without this!

Pay Periods and Check Distribution

Penn Apartment Staffing pays our employees on a weekly basis. Paydays are every Friday (given you worked the PRIOR week) and checks can be picked-up in our office on Friday’s before 5pm.

On The Job Rules and Regulations

As a representative of Penn Apartment Staffing, you are required to follow all rules and regulations of both our office and the client. Failure to do so could result in termination. You are our product and our service. Your performance (good or bad) will directly affect our company.

- **Alcohol and/or Drug Abuse** — You are NOT, under any circumstance to consume alcoholic beverages while working for a Penn Apartment Staffing client. If you are caught drinking or under the influence of drugs/alcohol, you will immediately be dismissed from the assignment and terminated by Penn Apartment Staffing. **NO EXCEPTIONS.**
- **Theft** – You are not to leave our clients premise with anything you did not bring to the assignment. This includes but is not limited to; food, tools, office supplies and any other belongings of the job or other employees. Doing so could result in immediate dismissal and termination by Penn Apartment Staffing.
- **Cell phones** – Cell phones must be turned off or silenced during your assignment. You are not allowed to use the phone during the middle of an assignment UNLESS you are on an approved break. Always get approval for an appropriate area to use your cell phone, keep it brief and use your “inside voice”.
- **Breaks** – You are not on a break until instructed by a supervisor. Our clients will attempt to give each employee a reasonable amount of break time, however, the needs of the guest come first. Drinks and food are to be kept in the break room, do NOT eat in the area of the event. Smoking is allowed on your break ONLY in the designated area as instructed by the client. Report back to your supervisor when your break is over.



Penn Apartment Staffing Employment Guidelines

On The Job Rules and Regulations (cont...)

- **Arguing/Fighting**—Petty arguments and childish behavior is not accepted by our staff. Clients are extremely busy and do not have the time to deal with it. If there is an issue, bring it to the attention of Penn Apartment Staffing and we will assist you in solving the problem. Confrontations—be it verbal or physical—are cause for immediate dismissal from the assignment and termination by Penn Apartment Staffing. **NO EXCEPTIONS.**
- **Job Completion** – When you accept an assignment, you are expected to work the entire shift. If you leave before the client releases you it will be considered job abandonment.

Accident Prevention—Workplace Safety

Maintaining a safe working environment and practicing safety is everyone's job. The following work rules apply to ALL Penn Apartment Staffing employees:

- Upon arrival at the assignment, look over the work area. Make sure the floor is clean, clear and equipment is properly stored before starting your assignment.
- Read and familiarize yourself with all safety measures presented in this booklet.
- Immediately report to the on-site supervisor any unsafe conditions or potential hazards.
DO NOT WAIT!
- Politely refuse any work that may be harmful or that you have been restricted from doing by order of a Doctor. It is YOUR responsibility to advise Penn Apartment Staffing of any such restrictions. If the client persists, call our office and report the incident. We will remove you from the assignment and will be compensated for the time worked.
- Report any accident or injury — no matter how minor — to your supervisor ASAP. If your injury requires immediate attention, call the Penn Apartment Staffing office.
- Read and follow all operating instructions for any equipment that is used.
- Do not participate in horseplay at any time while on the assignment.
- Ask for assistance when lifting or moving heavy objects.
- Practice keeping a safe work area. If you see a spill or debris on the floor, clean it up.
- Wear practical footwear for the job assigned.

We value your suggestions on promoting a safe working environment for all! However, we will take disciplinary actions to those who violate safe working practices.

Handling a Work-site Accident

In the case of an emergency or life threatening injury, **call 911!** The client will contact Penn Apartment Staffing and we will meet you at the hospital.

If it is a non-emergency injury, please call our office and notify us of the accident. If needed, we will transport you to our approved medical provider, where you will receive treatment, submit to a drug and alcohol test and complete all necessary paperwork. Penn Apartment Staffing will visit the worksite where the injury occurred to examine the conditions and interview witnesses. You will be required to follow-up with all doctor appointments and recommendations. Penn Apartment Staffing will provide modified work duty immediately upon written release by a doctor.



Penn Apartment Staffing Employment Guidelines

Workers Compensation

As an employee of Penn Apartment Staffing, you are covered under our Workman's Compensation policy. It is provided by law to assure you of proper medical attention and adequate compensation in the event you are injured on the job. However, Penn Apartment Staffing is self-insurance for much of this policy. We strictly monitor any and all claims submitted. In addition, we follow-up on any injury you may sustain from the beginning to being pronounced back to good health.

Penn Apartment Staffing or our insurance carrier will fully investigate all claims, interview any and all witnesses to the accident and seek light duty work if recommended by doctor.

Falsification of workman's compensation claims is illegal and Penn Apartment Staffing will prosecute to the fullest extent of the law.

Harassment Policy

Harassment situations can generally be placed into one of two broad categories:

- **Quid Pro Quo** — An example is a situation where employment (or a specific term of employment such as a raise or a promotion, etc.) is conditioned upon receipt of sexual favors from an employee. Actual potential tangible economic losses are usually involved in this type of situation.
- **Hostile Working Environment** — This occurs when the employee has not suffered any tangible economic loss (such as demotions, suspension, discharge, etc.) but rather the employee has been subjected to a working environment which the employee feels is offensive language, displaying offensive pictures persistent unwelcome social invitations, etc.

If an employee finds himself/herself in a situation which the employee believes to be harassment (either conscious or an unconscious nature), the employee should immediately bring the situation to the attention of an appropriate member of Penn Apartment Staffing management (without fear of reprisal) as outlined below:

- Tell the alleged harasser that the behavior is offensive and unwelcome.
- If the problem continues or if the employee feels physically threatened by the alleged harasser the employee should contact Penn Apartment Staffing ASAP.
- If the alleged harasser is your immediate supervisor at Penn Apartment Staffing, the employee should talk in confidence with a Human Resources representative at the Penn Apartment Staffing corporate office.
- An investigation of the allegation will take place and Penn Apartment Staffing management, as appropriate, will inform the employee of the status of the investigation.

Penn Apartment Staffing will not permit or tolerate any form of harassment from any employees (client or Penn Apartment Staffing), applicants for employment, clients or Penn Apartment Staffing management.



Penn Apartment Staffing ***Field Employee Dress Code***

As an employee of Penn Apartment Staffing, LLC we expect you to project a professional image to our clients at all times. It is imperative that the dress code outlined below be followed on all assignments. **Always ask what the correct uniform is for each assignment!** Failure to comply with grooming/hygiene, dress and uniform standards can lead to dismissal from the assignment or termination by Penn Apartment Staffing.

Minimum Grooming/Hygiene Standards

- Regular bathing and use of deodorant/anti-perspirant.
- Good oral care.
- Cuts, rashes or minor skin eruptions must be covered.
- Clean hair, hands, and trimmed neat fingernails.

Minimum Dress Code Standards

- **CLEAN, PRESSED, STAIN FREE** clothing.
- Offensive or vulgar tattoo's must be covered at all times.
- Name tag (if provided) must be worn and visible at all times.



Penn Apartment Staffing *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 such.

EMPLOYEE

Printed Name: _____

Signature: _____

Date: _____