

# Prospective Hire (Form)

Employee Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State, Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

Department/Property: \_\_\_\_\_

**Job Description:**  
 General Manager  
 Assistant General Manager  
 Concierge  
 Service Technician  
 Custodian  
 Grounds  
 District Manager  
 Other: \_\_\_\_\_

**Status:**                      Full Time                      Part Time

**Wages:**  
 Salary: \_\_\_\_\_ Annual  
 Hourly Rate: \_\_\_\_\_ Per Hour  
 Exempt  
 Phone Allowance: \_\_\_\_\_  
 Auto Allowance: \_\_\_\_\_

**Shift:**

#	Shift	Lunch
1	Open Shift	N/A
2	M-F: 9:00 a.m. - 6:00 p.m.	60 min
3	M-F: 8:30 a.m. - 5:30 p.m.	60 min
4	9:00 a.m. - 5:30 p.m.	30 min
5	8:00 a.m. - 5:00 p.m.	60 min
6	8:30 am - 5:00 pm	30 min

**Acquired:**  
 PTO Rollover: \_\_\_\_\_ Hours  
 Current Insurance Benefits: \_\_\_\_\_  
 Background Check Waiver Signed?  
 Drug Test Packet Provided?

**Division:**  
 Denizen Management  
 Anderson Birkla

**Approval:**  
 Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

