



GREYSTONE

Properties, LLC

3575 Macon Rd. Suite 8, Columbus, Georgia 31907
(706) 221-7175 Fax (706) 221-7176

www.greystoneproperties.net
mail@greystoneproperties.net

Greystone Properties is an Equal Opportunity Employer

Requirements of all job applicants:

- ✓ Possess a valid driver's license
- ✓ Possess valid vehicle insurance
- ✓ Have reliable transportation that will remain with employee throughout each day
- ✓ Be able to speak, read & write the English language in a professional, legible manner in order to complete job assignments.
- ✓ Meet company standards regarding the verifications stated below.

The following verifications will be performed during the application process:

- ✓ Criminal Background check in every state of residency
- ✓ Employment verification
- ✓ Credit check (for job-related reasons)
- ✓ Pre-employment drug screening

For Office Use Only:

Date application received by Corporate Office: _____

EEO Job Group applied for (completed by HR) _____

Employment Application Form last updated 3/3/10 by JThompson

EMPLOYMENT DATA		
STARTING WITH YOUR MOST RECENT EMPLOYMENT, PROVIDE THE FOLLOWING INFORMATION		
Employer	Rate of Pay	
	Beginning-	Ending-
Address	Employment Dates	
	Beginning-	Ending-
Phone Number	Supervisor	Your job title and brief description of duties
Reason for Leaving or Wanting to Leave		
Employer	Rate of Pay	
	Beginning-	Ending-
Address	Employment Dates	
	Beginning-	Ending-
Phone Number	Supervisor	Your job title and brief description of duties
Reason for Leaving or Wanting to Leave		

If you have any further employment history, please provide the information on your resume or on the back of this form.

Have you ever been convicted of a felony? Yes _____ No _____

Have you ever been convicted of a misdemeanor? Yes _____ No _____

Please explain any "yes" answer _____

Do you have a valid driver's license? Yes _____ No _____

Do you have valid vehicle insurance? Yes _____ No _____

Do you have reliable transportation that will remain with you throughout each day? Yes _____ No _____

Acknowledgement

I certify that all of the foregoing information is true and correct. If employed by Greystone Properties, LLC., I understand that misrepresentation or omission of fact is reason for dismissal. I also agree that if employed, I will not divulge any data gained through working at Greystone Properties, LLC. and will follow the rules, regulations and policies of the company. I acknowledge that if I am employed by the company at any time that, in absence of a written agreement stating otherwise, there are no guarantees of continued employment.

_____(Legal Signature)
Signature

Date



AUTHORIZATION TO RELEASE INFORMATION

I certify that all of the foregoing information listed on my employment application is true and correct. I agree to take a pre-employment drug test. I authorize the investigation of all information regarding my drug test, financial, credit, and employment history, criminal record and motor vehicle report through any investigative or credit agencies of the company’s choice. I authorize, unless otherwise noted in my employment application, all former and current employers to release any information concerning my employment record with them.

Full name _____
(Print)

Signature _____ (Legal Signature)

Date _____



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I hereby authorize the Columbus, Georgia Police Department to release any information concerning me that is in their files or within the criminal justice system.

I also release the Columbus Georgia Police Department and all other law enforcement agencies from all liability for damage for providing this information.

Greystone Properties requests the following information solely for the purposes of verification of criminal records from the Columbus, Georgia Police Department:

FULL NAME (PRINT) _____

FULL NAME (SIGNATURE) _____

ALIAS _____

DATE OF BIRTH _____

SOCIAL SECURITY NUMBER _____

GENDER _____

RACE/ETHNICITY _____

DATE _____