



The following are the steps to take when you want to fill a position.

1. Please inform the applicant that MEB will conduct a background check, credit check and a drug test. All tests must be passed prior to becoming eligible to be an MEB employee. Please let applicants know that we are unable to hire anyone with a residential eviction, criminal activity or a failed drug test.
2. The Manager has the applicant complete the Employee Application. Make sure the Consent for Background Investigation is completed correctly.
3. The Manager reviews the application, contacts references and determines if this applicant meets their job requirements.
4. If all requirements are met, please fax (520-620-1615) or email ([hr@mebmgmt.com](mailto:hr@mebmgmt.com)) the Employee Application to Human Resources and give the applicant a drug test form. If you fax the application, please contact Human Resources to confirm receipt. Please inform the applicant they have 24 hours to be drug tested. The dates on the drug test results sheet will be compared to the date the application was sent to Human Resources to insure the time constraints were met.
5. When all three test results are known the Human Resources Department will notify the Manager and District Manager via email whether the applicant is or is not eligible for hire.
6. If the applicant is eligible to be hired, the Manager then has to decide if they want to hire the applicant.
7. The Manager then must notify the Payroll Department if the applicant is going to be hired. If the applicant is hired the Manager needs to let the payroll department know what the start date will be.
8. On the applicant's **first** day they must complete the New Hire Booklet. Please check to make sure everything is completed correctly and then faxes it to the Payroll Department.



## Employee Application

Applicant Name: \_\_\_\_\_

Property Name: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Date & Time sent for drug testing: \_\_\_\_\_

**Applications will not be processed if the above information is not entered.**

PLEASE PRINT ALL  
INFORMATION  
REQUESTED EXCEPT  
SIGNATURE

OFFICE USE ONLY:

Date received:

Reviewed by:

APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

Name \_\_\_\_\_  
                     Last                                      First                                      Middle                                      Maiden

Present address \_\_\_\_\_  
   Number                                      Street                                      City                                      State                                      Zip

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone Numbers: Home ( \_\_\_ ) \_\_\_\_\_ Cell: ( \_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Are you under age 18?  YES  NO

Are you currently authorized to work in the United States?  YES  NO. Proof of eligibility will be required if hired.

Position applied for (1) \_\_\_\_\_ Days/hours available to work  
 and wage desired (2) \_\_\_\_\_  
 (Be specific) No Pref \_\_\_\_\_ Thur \_\_\_\_\_  
 Mon \_\_\_\_\_ Fri \_\_\_\_\_  
 Tue \_\_\_\_\_ Sat \_\_\_\_\_  
 Wed \_\_\_\_\_ Sun \_\_\_\_\_

Are you able to work On Call hours  YES  NO  
 Are you able to work overtime?  YES  NO

Have you been employed with us before? If yes, give dates: \_\_\_\_\_

Employment desired  Full Time  Part Time  Temporary

When are you available to start work? \_\_\_\_\_

EDUCATION	School Name	Degree Attained	Major Studies	Years Attended
High School				
College/University				
Business or Trade School				
Professional School				

If you hold any professional or vocational license(s), please list the type of license and date issued:

\_\_\_\_\_

Have you been convicted of, pled guilty to, pled no contest to, or entered into a pre-trial agreement, pending adjudication or similar program with respect to a misdemeanor or felony, *INCLUDING* DUI, but *EXCLUDING* a minor traffic offense(s)? *\*(A conviction will not necessarily disqualify you for employment, but failure to disclose a conviction will AUTOMATICALLY disqualify you from employment.)*  Yes  No

If yes, please describe the date, place and nature of offense:

Year	Location (city and state)	Type of offense
_____	_____	_____
_____	_____	_____
_____	_____	_____

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APPLICATION FOR EMPLOYMENT

Do you have a valid driver's license?  YES  NO

What is your means of transportation to work? \_\_\_\_\_

Driver's license

number \_\_\_\_\_ State of issue \_\_\_\_\_  Operator  Commercial (CDL)  Chauffeur

Expiration date \_\_\_\_\_

Have you had any accidents during the past three years?  YES  NO How many? \_\_\_\_\_

Have you had any moving violations during the past three years?  YES  NO How Many? \_\_\_\_\_

OFFICE  
POSITIONS ONLY

Typing  Yes  No \_\_\_\_\_ WPM

10-key  Yes  No

Word Processing  Yes  No \_\_\_\_\_ WPM

Personal Computer  Yes  No PC

Mac

Other \_\_\_\_\_

Skills \_\_\_\_\_

Please list two references other than relatives.

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

What language(s) are you fluent in? \_\_\_\_\_  Speak  Read  Write

\_\_\_\_\_  Speak  Read  Write \_\_\_\_\_  Speak  Read  Write

Please use this space to elaborate on any background, experience, or qualifications that you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience and any other activities you believe relevant. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, religious or political affiliations, or disability.

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**APPLICATION FOR EMPLOYMENT**

MILITARY

Have you ever been in the armed forces?       YES    NO

Are you now a member of the national guard?       YES    NO

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**WORK EXPERIENCE**      Please list your work experience for the past seven years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates  From To	Pay or salary  Start Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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**APPLICATION FOR EMPLOYMENT**

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	Your last job title		
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May we contact your present employer?     YES    NO

Resume attached?    YES    NO

Referred by: \_\_\_\_\_

Did you complete this application yourself?    YES    NO   If not, who did? \_\_\_\_\_

After reviewing the attached job description, please indicate if you are able to perform the essential functions of the job for which you have applied  YES    NO. If you answered no, please identify those job functions that you cannot perform. If a reasonable accommodation is required to enable you to perform the job properly and safely, please describe:

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**PLEASE READ CAREFULLY**

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**APPLICATION FORM WAIVER**

**As indication that you have read and understood each sentence, please write your initials in the spaces provided below.**

In exchange for the consideration of my job application by MEB Management Services, (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment,\_\_\_\_ or to confer any right to remain an employee MEB Management Services, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned,\_\_\_\_ and that relationship cannot be altered except by a written instrument signed by the Owner/Managing Member of the Company.\_\_\_\_ Both the undersigned and MEB Management Services may end the employment relationship at any time, without specified notice or reason.\_\_\_\_ If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.\_\_\_\_\_

I authorize investigation of all statements contained in this application.\_\_\_\_ I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice.\_\_\_\_ I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release the Company from any liability as a result of such contact.\_\_\_\_\_

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living.\_\_\_\_ Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.\_\_\_\_\_

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party.\_\_\_\_\_

**Are you related (by blood or by marriage) to anyone who either currently works for or has ever worked for MEB Management Services?  YES  NO**

**If yes, what is the person's name:** \_\_\_\_\_

**If yes, what is your relationship to the person:** \_\_\_\_\_

**If yes, what property is/was this person working for?** \_\_\_\_\_

**Signature of applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

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MEB Management Services is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with MEB Management Services depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.



# Consent to Conduct Background Investigation

Applicant Full Legal Name: \_\_\_\_\_  
First Middle Last

Other names you have used: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security #: \_\_\_\_\_ Race: \_\_\_\_\_

Gender: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

Position applied for: \_\_\_\_\_ Property Name: \_\_\_\_\_ Property Code: \_\_\_\_\_

List below all addresses for the last SEVEN years starting with the most current: (attach additional page if necessary):

	Street Address	City	State	Zip	Dates
1					
2					
3					
4					
5					
6					
7					

I understand that, as a condition of my employment, MEB Management Services will use the services of a consumer reporting agency to verify the information I have provided on my employment application, and may, during my employment if hired, use the services of a consumer reporting agency for purposes of making an employment decision, If I start work before the investigation is completed, my employment will be contingent on the results.

I understand the investigation may include obtaining information regarding my work habits, education, general reputation, personal characteristics, credit history, driving records, mode of living, government-issued licenses, judgment liens, and criminal background.

I understand such information may be obtained by direct or indirect contact with former employers, schools, financial institutions, landlord and public agencies and through personal interview with my neighbors, friends and associates, acquaintances or other persons who may have such knowledge. The information requested is required by law enforcement agencies and other entities for positive identification purposes and will not be used for any other purpose.

I also understand that before I am denied employment based on information obtained in the report, I may request a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act.

I understand if I disagree with the accuracy of any information in the report, I must notify MEB Management Services within two business days of my receipt of the report. If I notify MEB Management Services within two days of my receipt of the report that I am challenging information in the report, MEB Management Services will not make a final decision on my employment status until after I have had a reasonable opportunity to address the discrepancy.

I hereby consent to this investigation and authorize MEB Management Services to procure a report on my background from a consumer reporting agency. I release MEB Management Services and any and all persons or entities providing information or reports about me from any liability arising out of the requests or release of information.

Minnesota and California applicants only: If you want a copy of the reports check here: \_\_\_\_\_ They will be sent to you at your most current address listed.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_



## IS MEB RIGHT FOR YOU?

Thanks for inquiring about career opportunities with MEB. Our team members are the best in the business. We want prospective team members to know what we're about so that you know if MEB is the right company for you.

First, at MEB our **core purpose** is to **enrich the lives of our team members, our residents, and our clients**. That's what makes us get up in the morning and report for work. That's why we do what we do. What we do, of course, is provide full service real estate management to our clients.

We believe that how MEB provides these services really sets us apart from other companies. We know that our success for the past 10 years is based on the contribution and dedication our MEB Team members. They have always made MEB a cut above the competition. Over and over, our clients tell us that the reason they trust MEB to manage their properties is because of our people.

We spent some time identifying what we thought was so special about MEB's people. We believe that the unique qualities found so often in our team members really represent these core values:

**Loyalty**  
**Humility**  
**KnowledgeAbility**  
**Team First**  
**Can-Do Attitude**

Now, you might ask what about integrity or honesty? We consider these values to be non-negotiable characteristics. The core values above are really the special qualities that set us apart. Here's more about them:

### OUR CORE VALUES

**Loyalty:** We observe that so many of our team members have a fierce loyalty to their team, their community, their residents, their clients, and to MEB. We are so grateful for that spirit of cooperation and purpose.

**Humility:** We noticed that MEB team members focus more on giving other team members credit than taking credit themselves. There's very little politics or back-stabbing at MEB. We feel very fortunate that our company has this kind of corporate culture.

**KnowledgeAbility:** OK, so we made this word up. But, it makes sense when you look at our team members' superior knowledge in their areas of expertise and their ability to get the job done. They know what they're doing and they're able to get it done quickly and efficiently.

**"Team First":** We hear this from our team members all the time. MEB team members value each other. They think first about what's best for the team and second about their own needs. They always show caring for other team members and residents.

**Can-Do Attitude:** We see this attitude in action everywhere at MEB. If there's a will, there's a way. We see our team members thinking outside the box to reduce expenses, market their communities, and improve our procedures. If you need a job done, call a Mebbie.

## **OUR STRATEGIES FOR SUCCESS**

Just as our values set us apart from our competition, our way of doing business is different, too. We again, really looked at why MEB has grown to the largest management company in the state, and asked what strategies or paths to success work for us?

Here's how we get to success:

**Service:** Mebbies provide over-the-top service to our clients and residents. We know from the letters we get from our residents and from the comments of our clients that you deliver the best in customer service. But, there's more than customer service. We also are dedicated to serving our community and each other. We think this goes back to our core value of humility. We're here to serve and enrich the lives of our team members, our residents, and our clients.

**Innovation:** We look ahead. We prepare for the future and we find creative ways of solving challenges. Mebbies are great at this. Just look at our technology, our accounting systems, our call center, and of course, the love bugs! Our ability to innovate is seen throughout our organization in the way that our on-site teams find new ways to save money or to market our communities.

**Love:** OK, so some people might think it's hokey. But, at MEB, we know the power of love. If you love where you work, your residents will love where they live, and your clients will love their bottom line. In this way, we enrich the lives of other team members, our residents, and our clients.

So, that's who we are and what we're about. If your outlook on life and your core values fit in with ours, we hope you'll join our team.