

### EMPLOYMENT APPLICATION

*NOTE TO APPLICANT: Thank you for taking the time to fill out this application. Each of the questions in this application needs to be answered completely and accurately. If an answer is not appropriate, put the words "none", "unknown", or "not applicable," as appropriate, in the answer blank. Please do not leave any blank answers. If there is insufficient space for your answer, please continue into the margin or on a separate piece of paper. If you have any questions, please speak to a company representative before completing and signing this form. Employer complies with applicable equal employment laws and those federal, state and local laws which prohibit discrimination, including harassment, against qualified applicants and employees. Please print or write neatly:*

**POSITION.** The position you are applying for is \_\_\_\_\_ with \_\_\_\_\_  
(position) (employer to whom application is being made)

**PERSONAL.** Your full name \_\_\_\_\_  
(please show complete names rather than initials, and show nicknames in parenthesis)

Have you ever used another name for work or school or military?  yes  no. If yes, please state such name(s), dates, and circumstances \_\_\_\_\_

Are you at least age 18?  yes  no.

Present residence address \_\_\_\_\_  
Street Address City State ZIP

Permanent address (if any) \_\_\_\_\_  
Street Address or P.O. Box City State ZIP

Present work phone (\_\_\_\_\_) \_\_\_\_\_ Home phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

SSN \_\_\_\_\_ Email address \_\_\_\_\_

Have you worked for us before?  yes  no. If yes, state: Dates \_\_\_\_\_ City \_\_\_\_\_ Supervisor's name \_\_\_\_\_

Do you have immediate family members in our line of business in Texas?  yes  no. If yes, list their names and their employer(s) \_\_\_\_\_

Do you have relatives currently in our employ?  yes  no. If yes, what are their names \_\_\_\_\_

Date you are available to begin work \_\_\_\_\_.

Do you intend to engage in other work while in our employ?  yes  no. If yes, describe the work, as well as the hours and days of the week involved \_\_\_\_\_

Is your availability for work limited?  yes  no. If yes, please indicate which hours and days of the week you are not available \_\_\_\_\_

Are you willing to work flexible hours, which could include weekends and/or overtime?  yes  no

Are you willing to travel?  yes  no. If yes, how much? \_\_\_\_\_

Are you willing to relocate?  yes  no. If yes, what geographical preference? \_\_\_\_\_

Do you speak, read, or write a language other than English?  yes  no. If yes, please specify which language(s) \_\_\_\_\_

Form # EM-1

Have you served in the United States military?  yes  no. If yes, state dates of service \_\_\_\_\_

We honor service in the U.S. military and consider it only as a positive qualification. We comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA), which is a federal law intended to ensure that persons who serve or have served in the Armed Forces, Reserve, National Guard, or other uniformed Services are not disadvantaged in their civilian careers because of their service, are promptly reemployed in their civilian jobs upon their return from duty, and are not discriminated against in employment based on past, present, or future military service.

Highest rank held \_\_\_\_\_ Rank at time of discharge \_\_\_\_\_

Nature of duty or training \_\_\_\_\_

Are you engaged in illegal use of drugs (such as marijuana, cocaine, heroin, crack, speed, LSD, etc.)?  yes  no. Are you willing to be tested for illegal use of drugs?  yes  no.

(Note: if hired, the Immigration Reform and Control Act requires that you present documents verifying your identity and your eligibility to work in the U.S.)

<b>EDUCATION.</b>	Name and location of school	How many years completed?	Did you graduate?	What degree(s) received or subject(s) studied?
Grade school	_____	_____	_____	_____
High school	_____	_____	_____	_____
College	_____	_____	_____	_____
Trade, business or vocational school	_____	_____	_____	_____

Academic honors or awards received (You may omit any which identify your race, color, national origin, sex, religion, age or disability) \_\_\_\_\_

**LICENSES AND CERTIFICATIONS.** Do you have any professional or vocational licenses (real estate, plumbing, electrician, air conditioning, pest control applicator, etc.)?  yes  no.

Do you have any professional certifications?  yes  no. If yes to either question, please describe below.

What type of license, certification, or designations	From what state agency, city, or organization	Date issued (if applicable)	License number
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever had a license or certification (if any) revoked, suspended, or restricted?  yes  no. If yes, please explain \_\_\_\_\_

**OTHER QUALIFICATIONS.** Please state any other information about your personal qualities, skills, and abilities which would be helpful in considering you (including strengths, weaknesses, goals, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CRIMINAL HISTORY.** [AUSTIN-BASED EMPLOYERS WITH 15 OR MORE EMPLOYEES SHOULD NOT ASK THIS QUESTION UNTIL A CONDITIONAL OFFER IS MADE.] Past criminal history will not necessarily bar consideration for employment. We will individually review your criminal record, if any, in considering your application for employment. Factors we will review will include, if known, your age at time of conviction, length of time since offense, seriousness of offense, the duties of the job for which you are applying, and rehabilitation. We may ask you to explain the circumstances of a conviction and/or describe any extenuating circumstances.

Have you been convicted of, pleaded guilty to, pleaded nolo contendere or no contest to, or served probation for any misdemeanors or felonies (other than parking and traffic tickets) in the past?  yes  no. If yes, list below all such misdemeanors and felonies for which you have been convicted, including DWIs. If there is insufficient room, please list on a separate page. An extra page  is or  is not attached for that purpose. You may be asked to obtain verification of any criminal record.

Year	Location (city and state)	Type of crime (theft, assault, etc)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are you on probation or parole for any conviction at the present time?  yes  no. If yes, please specify \_\_\_\_\_

**EMERGENCY.** Who do you want us to notify in an emergency? Name \_\_\_\_\_

Relationship \_\_\_\_\_ Work phone (\_\_\_\_\_) \_\_\_\_\_ Home phone (\_\_\_\_\_) \_\_\_\_\_

**MISCELLANEOUS.** How were you referred to us?  Friend  Relative  Walk-in  Ad  Agency  Other

**PRIOR EMPLOYMENT.** We normally contact an applicant's current and previous employers for reference purposes. Are you currently employed?  yes  no. May we contact your current employer at this time?  yes  no  not applicable. If no, please explain \_\_\_\_\_

May we contact your current employer after a conditional offer of employment is made?  yes  no  not applicable.

If you have any employment recommendation letters, please attach them.

Please provide below your prior employment history for the preceding five employers or past five years, whichever is greater.

*Current or last employer*

Employer's name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

City/State \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Position and duties \_\_\_\_\_

Salary (beginning) \$ \_\_\_\_\_ (ending) \$ \_\_\_\_\_ Supervisor's name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

*Next previous employer*

Employer's name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

City/State \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Position and duties \_\_\_\_\_

Salary (beginning) \$ \_\_\_\_\_ (ending) \$ \_\_\_\_\_ Supervisor's name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

*Next previous employer*

Employer's name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 City/State \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
 Position and duties \_\_\_\_\_  
 Salary (beginning) \$ \_\_\_\_\_ (ending) \$ \_\_\_\_\_ Supervisor's name \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

*Next previous employer*

Employer's name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 City/State \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
 Position and duties \_\_\_\_\_  
 Salary (beginning) \$ \_\_\_\_\_ (ending) \$ \_\_\_\_\_ Supervisor's name \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

*Next previous employer*

Employer's name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 City/State \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
 Position and duties \_\_\_\_\_  
 Salary (beginning) \$ \_\_\_\_\_ (ending) \$ \_\_\_\_\_ Supervisor's name \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

*Other information*

Please explain all periods of unemployment between the jobs listed above \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been fired, terminated, or asked to resign by any employer?  yes  no. If yes, please explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DRIVING RECORD.** If you are applying for a position which involves driving on the job, please answer the following questions. Can you drive a vehicle safely?  yes  no. Do you have a valid, unexpired driver's license?  yes  no. If yes, please state your current driver's license number \_\_\_\_\_ Expiration date \_\_\_\_\_  
 Issuing state \_\_\_\_\_  
 State all restrictions listed on your driver's license \_\_\_\_\_ Has your driver's license ever been revoked or suspended?  yes  no. If yes, please explain \_\_\_\_\_

List all traffic violations (other than parking tickets) for which you were convicted during the past five years. Employer may have this information verified by independent sources.

Year	Violation	City and State
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PERSONAL REFERENCES.** (Do not include relatives, roommates, or previous employers.)

Name	City and State	Phone (include area code)	Occupation	Years Known
_____	_____	(____) _____	_____	_____
_____	_____	(____) _____	_____	_____
_____	_____	(____) _____	_____	_____

**RENTAL HISTORY.**

Landlord's Name	City and State	Phone (include area code)
Present landlord _____	_____	(____) _____
Previous landlord _____	_____	(____) _____
Landlord previous to above _____ (Limit to landlords in previous 24 months)	_____	(____) _____

**MEDICAL EXAM AND DRUG TESTS.** Reliable attendance and dependable performance during the contemplated work hours is required. Before or after any offer of employment is made, you may be asked to take a test for illegal use of drugs. You may be asked to take a job-related medical examination if a conditional offer of employment is made.

**Please complete this page *after* completing the first five pages of this Employment Application.**

**APPLICANT'S AUTHORIZATION**

Applicant's full name \_\_\_\_\_  
(please use complete names rather than initials, and show any nicknames in parenthesis)

Name of employer to whom application is being submitted \_\_\_\_\_ Date \_\_\_\_\_

I hereby give permission to Employer, its agents, and/or third-party contractors to:

obtain verification of any information provided by me in this employment application and in any supplemental questionnaire, exhibit, resume', or biographical sheet submitted by Applicant;

obtain information regarding my work habits and skills from my past and present employers, as well as listed or developed references or institutions;

obtain information from law enforcement and other governmental agencies, military authorities, and private companies concerning my conduct, including traffic and criminal violations;

obtain information from educational institutions concerning my educational record, conduct, and skills; and

obtain information concerning my credit history from credit reporting agencies, financial institutions, and other sources.

I understand that I may be asked to sign a separate authorization form prior to any testing for illegal drugs. I understand that if I receive a conditional offer of employment, I may be asked to sign a separate authorization form prior to any job-related medical examination.

I authorize all institutions, agencies, companies or persons referred to above, to give Employer and/or its agents all information requested. I authorize Employer and agencies or companies of Employer's choice to investigate all information on this application. Under the federal Fair Credit Reporting Act, I understand that I am entitled to know if employment is denied because of information obtained by Employer from a consumer reporting agency. I understand that I will be so advised and given the name of the reporting agency for more information. I release Employer and all other parties from any claims, liabilities, and damages resulting from obtaining or furnishing information, even if furnished negligently. A copy of this authorization and release shall be as valid as the original.

\_\_\_\_\_  
Present Driver's License Number (Only for Driving Positions)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
State Issuing Above Driver's License

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Social Security Number  
(This information will be used only to facilitate background and credit checks)

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

\_\_\_\_\_  
City/State/ZIP Code

**Please complete this page *after* completing the first six pages of this Employment Application.**

**APPLICANT'S CERTIFICATION**

I certify that all information given on this application is complete and accurate. All of my work experience, training, and other information requested on this application has been disclosed. I have not withheld any fact or circumstance which is covered by this application.

I understand that if I have made any false, misleading, or incomplete information on this application it will result in rejection of my application or will result in termination of my employment whenever discovered.

I understand that I may be asked to take job-related written tests and skill tests (if applicable) for the position for which I am applying. If I refuse to be tested, I understand that I will not be further considered for employment.

I agree to furnish additional information as may be requested. I release Employer and all other parties from any claims, liabilities, and damages resulting from obtaining or furnishing such information, even if provided negligently.

Before or after receiving any offer of employment, Employer may request that I submit to testing for illegal drugs by a firm that is chosen and paid for by Employer. I understand that the reason for such testing is that Employer endeavors to operate its business in a safe manner for all employees, customers, tenants, visitors, and/or guests. The results of such testing will be communicated to Employer or its agents. If I refuse to be tested or if I test positive for illegal drugs, I understand that I will not be further considered for employment.

I understand that I may be asked to have a job-related medical examination performed by a medical practitioner who is chosen and paid for by Employer if I receive a conditional offer of employment. The results of such examination will be communicated to Employer or its agents. I understand that I will not be further considered for employment if I refuse to submit to such job-related medical examination.

If I am actually employed, I understand that I will be asked to sign a federal I-9 form and to provide positive proof of my identity and eligibility to work in the United States.

If I am actually employed, I agree to abide by Employer's rules, procedures, and policies as modified from time to time, including any drug-free workplace policies if I am employed. I have been informed that the job being applied for requires reliable attendance and dependable performance during the contemplated working hours. If I am employed, I understand that I may be required to work various shifts and schedules as directed by my supervisor. I understand that any employment is subject to change in wages, conditions, benefits and operating policies. I understand that if I am employed, such employment will be for an indefinite period and can be terminated at any time by Employer or myself, without advance notice and without cause.

I understand that this application does not constitute an offer or acceptance of employment or an employment contract. If I am hired, I understand that all employment is "at will;" that is, either the employer or I can terminate the relationship at any time for any reason. I understand that only authorized employer representatives may enter into any contract of employment or otherwise modify the at will nature of my employment, and that any such contract must be in writing.

There  are or  are not any attachments to this application. If there are attachments, please list them below (for example, a supplemental application, a recommendation letter, an extra sheet for answering a particular question, etc.).

This certification applies to all information contained in the above attachments, if any.

Date \_\_\_\_\_

Applicant's signature \_\_\_\_\_

Applicant's printed name \_\_\_\_\_

*IMPORTANT NOTICE TO EMPLOYER: This form is copyrighted and is for use only in Texas by members of the Texas Self Storage Association, Inc. Use by non-TSSA members is a violation of federal copyright laws. The "blank" form may not be reproduced by any means. After a blank form is filled in by an applicant for employment, the completed form may be copied. Copyright violations will be prosecuted. This form may or may not comply with special laws or requirements of other states. Employers should keep all applications on file for at least one year.*

***THE FOLLOWING INFORMATION ABOUT THE AUSTIN, TEXAS  
EMPLOYMENT ORDINANCE IS INFORMATIONAL ONLY AND NOT  
INTENDED FOR USE AS PART OF THE EMPLOYMENT  
APPLICATION<sup>1</sup>***

***IMPORTANT NOTICE TO EMPLOYER REGARDING QUESTIONS ABOUT CRIMINAL HISTORY:*** *Austin has a “ban the box” ordinance. An employer may not ask about an applicant’s criminal history or conduct a criminal background check until AFTER extending the conditional offer that is solely conditioned on the result of such check. It applies to any private employer that employs at least 15 individuals whose primary work location is in the City of Austin.*

*It is unlawful under this Austin ordinance for any covered employer to solicit criminal history information about an individual, or consider an individual’s criminal history, unless the employer has first made a conditional employment offer, which is a job offer that is conditioned solely on the employer’s evaluation of the individual’s criminal history.*

*Further, a covered employer cannot take “adverse action” against an individual because of an individual’s criminal history without first conducting an “individualized assessment.” The term “adverse action” includes a refusal to hire or promote, as well as revocation of a conditional offer of employment or promotion. Thus, the Ordinance affects both prospective and incumbent employees.*

*In conducting an individualized assessment, a covered employer must, at minimum, consider:*

- *The nature and gravity of any offenses in the individual’s criminal history;*
- *The length of time since the offense and completion of the sentence; and*
- *The nature and duties of the job for which the individual has applied.*

*The Ordinance expressly permits a covered employer to withdraw a conditional offer of employment for any lawful reason, including the determination that an individual is unsuitable based on an individualized assessment. (Credit to a Seyfarth Shaw alert).*

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<sup>1</sup> TSSA does not purport to stay abreast of all city ordinances throughout the state. Every facility should take measures to ensure compliance with all applicable governmental ordinances.