



RMI MANAGEMENT, LLC

630 Trade Center Drive, Suite 100  
Las Vegas, NV 89119  
702.737.8580 f 702.737.3360  
www.rmillc.com

# EMPLOYMENT APPLICATION

View open positions at [www.rmillc.com](http://www.rmillc.com)  
Fax completed resume to (702) 932-6739 or email to [hr1@rmillc.com](mailto:hr1@rmillc.com)

Position Desired: \_\_\_\_\_

Application Date: \_\_\_\_\_

### Applicant's Statement:

I understand that this application will be given every consideration, but it is not a guarantee of employment.

I understand that if I am hired, my employment will be for no definite period regardless of the date of payment of my wages, and that I have the right to terminate my employment at any time with or without notice, and that RMI has the same right. No one other than the President of RMI Management, LLC has authority to make any other agreement.

I understand all offers of employment are contingent on the provision a valid Social Security Number as well as satisfactory proof of my identity and legal right to work in the United States per Employment Eligibility Verification Form I-9.

I understand that RMI may require me to submit to a test for the presence of drugs and/or alcohol in my system prior to my employment and at any time during my employment.

At any time the company may require me to take a physical examination, drug and/or alcohol test, and I consent to the disclosure of the results to RMI.

I understand that the company may investigate my driving record and my criminal record, and that a consumer credit report may be obtained.

In connection with this application, I authorize RMI and any agent acting on its behalf to conduct an inquiry into any information related to my potential or continued employment with RMI and authorize the release of any such information, including, but not limited to, any criminal conviction on my record. (Check box below if you do not want your present employer contacted.) Moreover, I hereby release RMI and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

I request that you do not contact my present employer unless necessary to determine my qualifications for the position.

I hereby state that all information that I provide on this application and in the interview is true and complete. I understand that if I am employed and any such information is later found to be false or omitted in any respect I will be subject to immediate discharge.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.**

\_\_\_\_\_  
Signature of Applicant

<b>Last</b>	<b>First</b>	<b>Middle</b>	
<b>Current Address</b>		<b>City</b> <b>Zip</b>	<b>State</b> <b>How long have you lived there?</b>



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<b>Previous Address</b>		<b>City</b>	<b>State</b>	<b>How long did you live there?</b>
	<b>Zip</b>			
<b>Home Phone</b>	<b>Cell Phone</b>	<b>Have you ever worked for RMI before?</b>		<b>If yes, When? Where?</b>
<b>Have you been convicted of a crime (felony or misdemeanor) in the past seven years?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, write date of conviction, charges, and sentence.</b>				
<b>Education</b>	<b>High School</b>	<b>College</b>		<b>Trade/Graduate/Professional School</b>
<b>Name</b>				
<b>Address</b>				
<b>City/State</b>				
<b>Diploma/GED/Degree Received</b>	<b>Yes No</b>	<b>Yes No</b>	<b>Yes No</b>	

<b>References</b>	<b>List persons who know you well – not relatives or previous employers</b>		
	<b>Occupation</b>	<b>Address, City, State</b>	<b>Phone</b>

**Indicate any actual experience you have had in any of the following positions/equipment/software:**

- HOA Community Manager     Payroll     MS Excel     Typing Speed (WPM)  
 Assist. Prop. Mgr.     Accounts Receivable     MS Outlook     10 Key by Touch  
 Accounts Payable     MS Word     MS Access     Fax  
 Multi-Line Phone     Copier

**List most recent job first. Explain any gaps in employment. You must complete sections where ALL of the specific requested information is not on your resume.**

<b>Most Recent Employment</b>	<b>Employed</b>	<b>Monthly Rate</b>		<b>Job Title/Work Performed</b>
<b>Name</b>	<b>From (mo/yr)</b>	<b>Start</b>	<b>Final</b>	
<b>Address</b>				
<b>City/State/Zip</b>	<b>To (mo/yr)</b>	<b>Name of Supervisor</b>		<b>Reason for Leaving</b>
<b>Phone</b>				
<b>Previous Employment</b>	<b>Employed</b>	<b>Monthly Rate</b>		<b>Job Title/Work Performed</b>
<b>Name</b>	<b>From (mo/yr)</b>	<b>Start</b>	<b>Final</b>	
<b>Address</b>				



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<b>City/State/Zip</b>	<b>To (mo/yr)</b>	<b>Name of Supervisor</b>		<b>Reason for Leaving</b>
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<b>Previous Employment</b>	<b>Employed</b>	<b>Monthly Rate</b>		<b>Job Title/Work Performed</b>
<b>Name</b>	<b>From (mo/yr)</b>	<b>Start</b>	<b>Final</b>	
<b>Address</b>				
<b>City/State/Zip</b>	<b>To (mo/yr)</b>	<b>Name of Supervisor</b>		<b>Reason for Leaving</b>
<b>Phone</b>				
<b>Previous Employment</b>	<b>Employed</b>	<b>Monthly Rate</b>		<b>Job Title/Work Performed</b>
<b>Name</b>	<b>From (mo/yr)</b>	<b>Start</b>	<b>Final</b>	
<b>Address</b>				
<b>City/State/Zip</b>	<b>To (mo/yr)</b>	<b>Name of Supervisor</b>		<b>Reason for Leaving</b>
<b>Phone</b>				
<b>Which of these jobs did you like best and why?</b>				
<b>Which of these jobs did you like least and why?</b>				
<b>Languages other than English:</b>		<b>Speak</b>	<b>Read</b>	<b>Write</b>
<b>Additional skills, certifications and/or training:</b>				
<b>Salary Desired:</b>				

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE, AND FREE OF OMISSIONS.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date