

Employee Packet for MBP Staffing Checklist

1. _____ Completed Application – All questions must be answered to be considered for employment.
2. _____ Completed Employment History Sheet – Resume can be substituted.
3. _____ Signed & Initialed Copy of Job Description
4. _____ Completed I-9 FORM
5. _____ Completed W-4 FORM
6. _____ Completed signed Terms of Employment
7. _____ Completed Direct Deposit Form (with voided check attached)
8. _____ Copy of the employee's Driver's License
9. _____ Copy of the employee's Social Security Card
10. _____ **MUST BE COMPLETED AT TIME OF HIRE**

1. Date:

Place DL Here

Place SSN Card Here

Place Personal Check for account to be used for direct deposit of payroll here

I, _____, have received a copy of and access to the Company Portal – Operations Manual. I have fully read and reviewed the entire portal and understand that I am responsible for following all company rules and policies at all times.

Signature: _____

Transmit this package to HO immediately upon completion. Confirm with HO how to transmit prior to sending. DO NOT use company email as this entire package is confidential to you. Immediately upon completion AND confirmation of electronic receipt by HO and confirmation of accuracy of completion, mail ALL originals to HO use company funds or reimbursements.

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APPLICATION FOR AT-WILL EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, disability, or any other legally protected status.

(PLEASE PRINT)

Position Applied for:	Date of Application:
How Did You Learn About Us? <input type="radio"/> Advertisement <input type="radio"/> Friend <input type="radio"/> Walk-In <input type="radio"/> Employment Agency <input type="radio"/> Relative <input type="radio"/> Other _____	

Last Name	First Name	Middle Name
Address	City	State Zip Code
Telephone Number(s)	Social Security Number	

On what date would you be available to work? _____ .

Are you available to work: Full Time Part Time Shift Work Temporary Weekends

Yes No

- If you are under 18 years of age, can you provide required proof of your eligibility to work?
- Have you ever filed an application with us before? If Yes, give date _____
- Have you ever been employed with us before? If Yes, give date _____
- Are you currently employed?
- May we contact your present employer?
- Are you currently on "layoff" status and subject to recall?
- Can you travel if a job requires it?
- Can you relocate if a job requires it?
- Are you able to meet the attendance requirements of this position?
- Will you work overtime if required?
- Have you ever been terminated from a job?
- Have you ever been laid off from a job?
- Have you ever been bonded?
- Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *(Proof of citizenship or immigration status will be required upon employment.)*
- Have you been convicted of a crime within the last 7 years? **(Conviction will not necessarily disqualify an applicant from employment.)**

If Yes, please explain _____

This application will remain active for 180 days.

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Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you speak, read, and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

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Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

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List professional, trade, business, or civic activities and offices held.

You may exclude memberships that would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status:

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills: Check Skills/Equipment Operated

Production/Mobile

<input type="checkbox"/> Smart Phone	<input type="checkbox"/> MS Office Suite	Machinery (list):	Other (list):
<input type="checkbox"/> PC	<input type="checkbox"/> Fax	_____	_____
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Landline Phone	_____	_____

State any additional information you feel may be helpful to us in considering your application.

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References

1. _____ () _____
Name Phone #

Address _____

2. _____ () _____
Name Phone #

Address _____

3. _____ () _____
Name Phone #

Address _____

WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: _____ Date _____

NOTES: _____

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Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; up to and including Law Enforcement Background and Credit Checks. Furthermore, I specifically give my consent to have these checks preformed. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

This application for employment shall be considered active for a period of time not to exceed 180 days.

Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT, IF HIRED, MY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION WOULD BE OF AN "AT WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE EMPLOYEE AT ANY TIME AND FOR ANY OR NO REASON. IT IS FURTHER UNDERSTOOD THAT THIS "AT WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR BY CONDUCT UNLESS SUCH CHANGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY AN AUTHORIZED EXECUTIVE OF THIS ORGANIZATION.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I agree to, if hired, follow company policy at all times with regard to customer service and internal controls. I agree to maintain the security all of customer data, company data, company information and information as regards company policy and procedures and to keep this information secret from all not employed with the company without exception. These policies and procedures are considered Trade Secrets and are Confidential. I furthermore agree to report all unusual customer issues, concerns and interactions and unusual staff to staff interactions IMMEDIATELY to the Home Office. I shall not keep this information from the Home Office nor wait until I believe an issue has arisen. In many instances, time is of the essence and we work to keep potential issues from becoming actual concerns, please assist us with this effort on a consistent and daily basis.

I understand and agree that, if hired, at NO time shall I consider myself to be employed by any entity other than MBP Staffing, LLC. All of my actions, efforts and all directives are coming from and through MBP Staffing, LLC at all times.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

INTERVIEWER

DATE

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____

NAME AND TITLE

DATE

WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER

Site Staff – Job Description

SUMMARY:

Primary responsibility is to ensure efficient operation of a self-storage facility and assist Facility Manager in all duties. This includes maximizing occupancy, controlling delinquencies, maintaining property appearance to MBP Staffing and Tigers Eye Self Storage standards, working in a safe manner and promoting safety on property at all times and adhering to all MBP Staffing and Tigers Eye Self Storage policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following:

The marginal functions of this position have not been included. This job description in no way implies that these are the only duties to be performed. An employee will be required to follow any other job-related instruction and to perform other job related duties requested by management.

1. Actively market and promote the facility on a continuous and regular basis
 2. Provide outstanding customer service at all times.
 3. Show and rent spaces, open and close overhead rollup doors.
 4. Open and close the office each day in a timely manner.
 5. Collect rent, payments, other fees, and make daily bank deposits.
 6. Answer telephone inquiries and provide assistance to tenants.
 7. Handle telephone and in person sales.
 8. Perform lock checks at least once each day.
 9. Clean spaces as vacated and hallways as needed.
 10. Maintain a clean and organized office & facility at all times including regular filing.
 11. Control delinquencies through phone contact and letters on a scheduled basis.
 12. Send out monthly and annual billings as needed.
 13. Maintain complete and accurate leases, reports and files.
 14. Double check all paperwork for accuracy, especially rental packets.
 15. Keep petty cash up to date and balanced.
 16. Maintain manuals and operations logs.
 17. Prepare daily, weekly, and monthly reports for management.
 18. Perform minor maintenance as required on the property.
 19. Sell locks and other merchandise as directed.
 20. Properly execute insurance offering regarding self storage units.
 21. Rent company trucks and maintain required paperwork.
 22. Handling pesticides and rodenticide
 23. *Hours of Operation - ALL staff are expected to work MOST Saturdays. We are open 7 days a week and after hours emergency's are part of our business. We keep normal office hours Monday through Friday and partial day office hours on Saturday.*
- INITIALS:** _____

EQUIPMENT USED:

Office Phone, Calculator, computer, printer, fax machine, credit card terminal, self storage software, payroll/timesheet software, car, company truck, golf cart, mop, broom, paint brush, ladder, small tools and other machines and equipment as appropriate.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The

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requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and EXPERIENCE:

High school diploma or general education degree (GED). Customer service, facility management, accounts receivable or accounts payable, collection experience helpful.

COMMUNICATION SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively with customers and employees of organization. Ability to read, understand and write detailed customer notes. Basic typing, computer and 10-key skills.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimal and percentages.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Employee must have a valid driver's license and minimum level of auto insurance must be maintained. Employee must maintain reliable transportation at all times and be able to travel up to three hours, one way.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee may be occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to operate a motor vehicle as well as a golf cart.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

While performing the duties of this job, the employee occasionally works in outside conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, and extreme heat. Also, all audio and video on the property, or over the telephone system, is recorded and stored for review.

The noise level in the work environment is usually moderate.

Site Staff/Employee Signature: _____ Date: _____

