



Employment Pre-Screening Questionnaire

Name: _____
Last First Middle

Address: _____
Number and Street

City State Zip

Contact Numbers:

Home: _____ Cell: _____

Fax: _____ Email: _____

Are you responding to an AWI ad? Yes No If yes, please identify ad # and position below:

Ad #: _____ Position Advertised: _____

Based upon the location identified in our ad, are you truly willing to relocate? Yes No

If no, please explain:

If you are not responding to an AWI ad, list below the cities or counties you are interested in:

Hours per week you are willing to work: _____

If required, are you willing to reside on-site? Yes No

If no, please explain:

What language(s) do you read/write/speak fluently? _____



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Experience/Qualification Summary:

Please check all that apply to indicate specific skills.

Machine Operations

- Electric Typewriter
WPM: _____
- Facsimile (Fax)
- Copy Machine
- Scanner
- Telephone
- Voice Mail System
- Personal Computer
 - Word
 - Excel
 - Outlook
- Other: _____

Office Specialties

- Accounts Payable
- Accounts Receivable
- Customer Service
- Data Entry
- Payroll
- Other: _____
- Other**
- Marketing
- Personnel Management
- Other: _____

Maintenance Skills

- Electrical
- Plumbing
- Carpentry
- Landscaping
- HVAC
- Painting
- Drywall
- Appliance Repair
- Irrigation Systems
- Locks
- Other: _____

If you are inquiring about a Property Manager position, do you have knowledge in managing any of the following?

Please check all that apply to indicate specific experience.

- USDA–RD 514 Program
- USDA–RD 515 Program
- Sec. 42 LIHTC Program
- Home Funds
- Bond Program
- HUD Project Based Program
- Section 8
- Conventional Apartment Management
- Fair Housing Laws



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Additional Comments:

Thank you for your interest in employment with AWI Management Corporation. Once you have completed our *Employment Pre-Screening Questionnaire*, please send it along with your resume to us:

Email: careers@awimc.com or

Fax: (530) 745-6171 or

US Mail: AWI Management Corporation, 120 Center Street, Auburn CA 95603

Always With Integrity