

POATRI General Manager Job Application

This job application is for the position of General Manager for POATRI (Property Owners Association Terlingua Ranch, Inc. Please answer all questions.

Last Name _____ First Name _____ Middle Name _____

Social Security Number _____

Current Mailing Address _____

City _____ State _____ Zip Code _____

Day Time Phone Number(s) _____

Night Time Phone Number(s) _____

Email address _____

EDUCATION: High School(s) Attended (name of high school and city where it is located) _____

Years completed _____ Did you graduate? Yes or No _____ Year Graduated _____

College(s) or University(s) attended (name of institution and city and state where it is located) _____

Major area of Study _____ Hours Completed _____

Did you graduate? Yes or No _____ Year Graduated _____ What degree did you receive? _____

List any Technical Schools you have attended and list any special training or skills you may have: _____

MILITARY SERVICE: Branch of Service _____ Dates Served: From _____ To _____

Rank at Discharge: _____ Specialty or training received: _____

WORK EXPERIENCE: Beginning with your current (or most recent) job, list your employment experience for the past 10 years. (Continue on separate sheet if necessary).

Name of employer _____

Address of employer _____

Name of immediate supervisor _____

Beginning date of employment _____ Ending date of employment _____

Job Title and description of duties _____

Reason for leaving employment with this employer _____

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Print your name _____

Name of employer _____

Address of employer _____

Name of immediate supervisor _____

Beginning date of employment _____ Ending date of employment _____

Job Title and description of duties _____

Reason for leaving employment with this employer _____

Name of employer _____

Address of employer _____

Name of immediate supervisor _____

Beginning date of employment _____ Ending date of employment _____

Job Title and description of duties _____

Reason for leaving employment with this employer _____

Name of employer _____

Address of employer _____

Name of immediate supervisor _____

Beginning date of employment _____ Ending date of employment _____

Job Title and description of duties _____

Reason for leaving employment with this employer _____

REFERENCES: List at least three (3) references who are familiar with your work experience and who are not related to you.

Name of person providing reference: _____

Address: _____ City _____ State _____ Zip Code _____

Telephone number person providing of reference _____

How does this person know of your work experience? _____

Name of person providing reference: _____

Address: _____ City _____ State _____ Zip Code _____

Telephone number person providing of reference _____

How does this person know of your work experience? _____

Name of person providing reference: _____

Address: _____ City _____ State _____ Zip Code _____

Telephone number person providing of reference _____

How does this person know of your work experience? _____

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I (print name) _____ hereby state that I have truthfully filled out this application and I hereby authorize representatives of POATRI (Property Owners Association Terlingua Ranch Incorporated) or their agent(s) to contact the references I have listed and to conduct other background checks as may be required for the purpose of determining that I am qualified to fill the position of General Manager of POATRI.

Signed _____ Date _____

This application along with your personal resume and signed Release of Information Form should be mailed **only** to the following address (do not mail to ranch office):

Tanya Phillips
President, POATRI Board of Directors
9874 Weir Loop Circle
Austin, Tx. 78736

Phone: (512)301-3779

Emil: tanyamp@austin.rr.com