



Employment Application

Simply Self Storage

**Applicant Information**

**Full Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Last First M.I.*

**Address:** \_\_\_\_\_  
*Street Address Apt/ Unit #*  
\_\_\_\_\_  
*City State Zip Code*

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date Available:** \_\_\_\_\_ **Desired Salary:** \_\_\_\_\_

Have you ever been employed by Simply before? YES  NO  If Yes, when? \_\_\_\_\_  
Are you a citizen of the United States of America? YES  NO  If No, are you authorized to work for any employer in the U.S.A? YES  NO   
Have you ever been convicted of a felony? YES  NO   
If Yes, explain: \_\_\_\_\_

**Education**

**High School:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Years attended:** \_\_\_\_\_ **Did you graduate?** YES  NO

**College:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Years attended:** \_\_\_\_\_ **Did you graduate?** YES  NO  **Degree:** \_\_\_\_\_

**Other School:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Years attended:** \_\_\_\_\_ **Did you graduate?** YES  NO  **Degree:** \_\_\_\_\_

**Military Service**

**Branch:** \_\_\_\_\_ **Dates Served:** \_\_\_\_\_  
**Are you still an active reservist?** YES  NO  **Rank at discharge:** \_\_\_\_\_



**Previous Employment**

Company: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_ Previous Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference? \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_ Previous Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference? \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_ Previous Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact this employer for a reference? \_\_\_\_\_

**Disclaimer and Signature**

I certify that my answers are true and complete to the best of my knowledge. If this application leads to an employment opportunity with Simply Storage Management, LLC or any of its subsidiaries, I understand that false information in my application may result in termination of that employment opportunity.

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Signature Print Date



### Terms of Employment

Any offer of employment is contingent upon the successful completion of a drug screening as well as a credit and background check. Simply Self Storage will run these tests only one time. If any applicant does not pass both tests they will not be eligible for employment with Simply Self Storage.

All employees of Simply Self Storage will be required to work weekends. Weekend schedules will vary by location and will be distributed amongst all available personnel.

Simply Self Storage may furnish employees with keys to a store location. If a key to gain access to the property or properties is given, that key must be returned upon separation from the company. Simply Self Storage DBA Simply Storage Management, LLC reserves the right to deduct a \$100.00 key replacement charge for each unreturned key.

### Living on Property

In the event that there are living arrangements available at a store location, full time property managers may become eligible to live on site.

In the event that an apartment or home is provided to an employee;

-Upon Move in- the employee and District Manager will conduct a walk through of the property to check for any issues. They will be documented and signed off by the employee and the District manager prior to living in the residence.

-Upon Move out- the employee and District Manager will conduct a walk through of the property to check for any issues that may have occurred during the employees' stay. They will be documented and evaluated for cost. Any damage incurred will be the responsibility of the employee to repair prior to leaving the residence.

-Upon Termination- in the event that an employee who lives on-site is terminated, they must vacate the residence within 72 hours of termination. Upon the expiration of the 72 hours, the company may charge the employee \$100.00 per day until the employee vacates the location and returns all keys.

### Computer Usage

Any and all computer equipment located on the property and or in the office of any location of Simply Self Storage, is to be considered property of the Company. Any software upgrades, downloads, changes etc., must be approved by the Information Technology Department. Any downloads or visiting of websites unrelated to the daily operations of Simply Self Storage DBA Simply Storage Management, LLC can be cause for disciplinary action including but not limited to termination. Any viewing, visiting or downloading of pornographic or sexually explicit websites is grounds for immediate termination. The company email address is to be used for company purposes only. The Company owns the email address and no employee using that email should expect privacy. Periodic review of company e-mail mailboxes may occur. Any information that maybe deemed harmful, unprofessional or a violation of any Company policy can be cause for disciplinary action including but not limited to termination.

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Signature

Print

Date



**Voluntary Self Disclosure**

**Equal Employment Opportunity Employer**

In order for Simply Self Storage to fulfill its obligations to the federal government with respect to Equal Employment Opportunity and Affirmative Action reporting, we ask that you answer these questions. Your answers will not be included when your application is submitted for consideration, and the information provided will not be considered in the employment process. Your compliance with this request is voluntary and selecting "Prefer Not to Indicate" will not result in any adverse action against your application. We appreciate your cooperation in assisting us with meeting our reporting obligations.

Optional EEO/EOC Information: This information is used for Affirmative Action Reporting purposes only. Submission of information is voluntary.

Please fill in the appropriate response:

**A. Ethnicity/Race: (Please check only one)**

- American Indian or Alaskan Native:** (Not Hispanic or Latino) A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian:** (Not Hispanic or Latino) A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American:** (Not Hispanic or Latino) A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or Other Pacific Islander:** (Not Hispanic or Latino) A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White:** (Not Hispanic or Latino) A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More Races:** (Not Hispanic or Latino) All persons who identify with more than one of the above five races.
- I Prefer Not to Indicate

**B. Gender:**

- Female
- Male
- I prefer not to provide this information.

Signature

Print

Date