

Appendix A - Employee Forms

- E1 - Employment Application
- E2 - Administrative Assistant/Receptionist Questionnaire
- E3 - Bookkeeping/Bookkeeping Assistant Questionnaire
- E4 - Office Manager Questionnaire
- E5 - Prop Manager/Assistant Property Manager Questionnaire
- E6 - Offer of Employment
- E7 - Denial of Application Letter
- E8 - Employee Agreement
- E9 - Non-Disclosure/Confidentiality Form
- E10 - Personnel File Record
- E11 - Personnel Information
- E12 - Employee Manual Acknowledgment
- E13 - PM Policy & Procedures Acknowledgement
- E14 - RE Policy & Procedures Acknowledgement
- E15 – Key/Alarm Code
- E16 - Authorization to Disclose Information
- E17 - Personnel Change of Information
- E18 - Personnel Reporting/Notification Form
- E19 - Personnel Supply Request
- E20 - Personnel Vacation/Personal Time Request
- E21 - Personnel Expense Reimbursement
- E22 - Personnel Leave of Absence Request
- E23 - Personnel/Employee Performance Review
- E24 - RES Termination Notice
- E25 - Personnel/Employee Exit Interview
- E26 - Personnel Termination Agreement
- E27 - Annual Company Audit