



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We consider all applicants for positions without regard to race, color, reed, religion, sex, ancestry, national origin, nationality, age, marital, familial, veteran status, sexual orientation or preference of a nonjob-related medical condition, handicap or disability, or any other legally protected status.

(PLEASE PRINT)

Date of Application _____

Name _____
(Last) (First) (Middle)

Address _____
(Street, City, State and Zip Code)

No. of years at above address: _____

Telephone (Home): _____ Cell#: _____

Social Security No.: _____

Professional License Type if applicable: _____ Number _____

Position(s) Applied for _____ Full-time/Part-Time/Other (circle one)

Salary/Compensation Desired: _____

If you are under 18 and it is required, can you furnish a work permit? ___ Yes ___ No

If **no** please explain _____

Have you submitted an application here before? ___ Yes ___ No

If **yes** give date(s) and position(s) _____

Have you been employed here before? ___ Yes ___ No

If **yes** give dates and position _____

Do you have a relative working here? ___ Yes ___ No

If **yes**, state identity and relationship _____

Do you have any relative working for a competitor? ___ Yes ___ No



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Are you legally eligible for employment in this country? Yes No

Date available for work _____

Will you relocate if the job requires it? Yes No

Will you travel if the job requires it? Yes No

If they have been explained to you, are you able to meet the attendance requirements of the position? Yes No

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)? Yes No

This question is not designed to elicit information about an Applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Driver's license number if driving may be required in the job for which you are applying _____ State _____

Are you currently employed? Yes No

Are you currently on "lay off" status and subject to recall? Yes No

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No.

If **yes**, please explain _____

Have you ever been fired or asked to resign from a job? Yes No

If **yes** please explain _____



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EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information. In the following spaces give a complete record of your employment including periods of unemployment.

Last (most recent) employment:

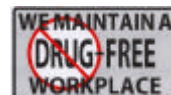
Employer	
Telephone number	
Street Address	
City, State and Zip	
Date employed From	
Date employed To	
Starting compensation (State salary or hourly)	
Ending compensation (State salary or hourly)	
Commission, bonus or other compensation	
Starting job title	
Final job title	
Immediate supervisor name	

Summarize the type of work you performed and job responsibilities _____

What did you like best about your position? _____

What did you like least about your position? _____

Reason for leaving? _____



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Previous employment:

Employer	
Telephone number	
Street Address	
City, State and Zip	
Date employed From	
Date employed To	
Starting compensation (State salary or hourly)	
Ending compensation (State salary or hourly)	
Commission, bonus or other compensation	
Starting job title	
Final job title	
Immediate supervisor name	

Summarize the type of work you performed and job responsibilities _____

What did you like best about your position? _____

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Reason for leaving? _____



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Previous employment:

Employer	
Telephone number	
Street Address	
City, State and Zip	
Date employed From	
Date employed To	
Starting compensation (State salary or hourly)	
Ending compensation (State salary or hourly)	
Commission, bonus or other compensation	
Starting job title	
Final job title	
Immediate supervisor name	

Summarize the type of work you performed and job responsibilities _____

What did you like best about your position? _____

What did you like least about your position? _____

Reason for leaving? _____



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EDUCATIONAL DATA

Starting with your most recent school attended, provide the following information

School (include City and State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other _____ _____		
		<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other _____ _____		
		<input type="checkbox"/> GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other _____ _____		



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References

(List three business/work references who are ***not*** related to you and ***not*** previous supervisors)

Name and Address

Occupation

Telephone

Special Skills and Qualifications

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, skills, abilities, articles/books published, activities, foreign languages, accomplishments, professional/trade/business/or civic activities and offices held, etc. (You may exclude all information indicative of age, sex, race, religion, color, national origin, handicap, or disability or any relationship with any labor organization.)

Computer Skills

(Indicate appropriate skills. Include software and years of experience)

Word Processing	_____	Years _____
Internet	_____	Years _____
Spreadsheet	_____	Years _____
Presentation	_____	Years _____
Email	_____	Years _____
Other	_____	Years _____
	_____	Years _____
	_____	Years _____



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Additional Inquiries Concerning Employment History

(In responding to these inquiries, continue on a separate sheet if you require additional space)

May we contact your present employer? _____ Yes _____ No

Your previous employers? _____ Yes _____ No

Please identify exceptions and reasons for not contacting _____

In order to permit a check of your work and education records, should we be made aware of any change of name or assumed name that you previously used? _____ Yes _____ No.

If **yes**, identify names(s) and relevant dates.

Explain any gaps in your employment, other than those due to personal illness, injury or disability

To what job-related organizations (professional, trade etc) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or and other similarly protected status.



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PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION (Please initial after each statement)

1. I certify that all information I have provided in order to apply for and secure employment with Campus Apartments is true, complete and accurate. I expressly authorize, without reservation, Campus Apartments, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding Campus Apartments, its representatives, employees for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me. _____
2. I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating and applicant from consideration for employment on any basis prohibited by applicable local, state or federal law. _____
3. I authorize Campus Apartments to secure criminal and financial and credit information through an appropriate agency, and I understand that, upon my written request made within a reasonable period of time, the agency providing a consumer credit report to Campus Apartments will provide me with a complete description of the nature and scope of the credit report investigation. _____
4. I understand that any offer of employment is contingent upon receipt of satisfactory reports concerning my background, credit, academic credentials, and employment references. _____
5. I agree to submit to any lawful drug, alcohol or other testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action up to and including discharge. I understand that any offer of employment or continuation of employment if hired is contingent upon receipt of satisfactory screening test(s). _____
6. I understand that any false or misleading statements will be sufficient cause for rejection of my application if Campus Apartments has not employed me and for immediate dismissal if Campus Apartments has employed me. I also authorize Campus Apartments to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release Campus Apartments from any and all liability for its providing this information. _____
7. In the event of employment or an offer of employment, I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the essential functions of the job for which I am hired or being considered or any future job. _____
8. I understand that this application remains current for only 90 days. At the conclusion of that time. If I have not heard from Campus Apartments and still wish to be considered for employment it will be necessary for me to reapply and complete a new application. _____



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9. I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizenship status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to provide proof of identity and legal authorization to work in the U.S and that federal law requires me to complete an I9 form in this regard. _____
10. In the event of my employment with Campus Apartments, I agree that I will comply with all rules, regulations, and policies of Campus Apartments. _____
11. I understand that nothing in this employment application, Campus Apartments' policy statements, personnel guidelines, or in my communications with any Campus Apartments official is intended to create an employment contract between Campus Apartments and me. I also understand that Campus Apartments has the right to modify its policies without giving me any notice of the changes. No promises regarding employment has been made to me, and I understand that no such promise or guarantee is binding upon Campus Apartments unless it is made in writing and signed by the President. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason I think appropriate. I also understand that Campus Apartments retains the right to terminate my employment at any time for any reason that Campus Apartments believes is appropriate. _____

This company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. The company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials and other words or conduct that demean, stigmatize, intimidate, or single out another person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). Campus Apartments take all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY AND SIGN BELOW

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statements. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment or if I am hired will result in my immediate discharge from Campus Apartments' service, whenever it is discovered.

Signature of Applicant _____ Date _____

