



## EMPLOYMENT APPLICATION

**AN EQUAL OPPORTUNITY EMPLOYER:** It is the policy of C&R Real Estate Services Co. to seek, employ the best personnel, and to provide equal opportunity for the advancement of employees and to administer all personnel policies in a manner that will not discriminate against any person because of race, color, religion, age, gender, marital status, veteran status, national origin, ancestry, disability, on-the-job injuries, or any other status protected under local, state and federal laws, unless it is a bona fide occupational requirement reasonably necessary to the operation of our business. Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for your signature on the back of the application. All information given will be available only to person who have a "Need to know" or as required by law. This company will make reasonable accommodation in the application process, if needed. This application is current only for 30 days at the conclusion of which time, if you have not heard from us and still wish to be considered for employment, it will be necessary for you to fill out a new application.

### PERSONAL INFORMATION

Position Applied For		Seeking Full or Part time	Date of Application
Last Name		First Name	Middle Name
Street		City	State Zip
HM Phone #	WK Phone #	Driver License # and State (If applicable to desired position)	
When are you available to work? <input type="checkbox"/> Days <input type="checkbox"/> Rotating <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun			
Are you legally eligible to work in the United States? <i>(Proof of eligibility will be required upon offer of employment.)</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
A conviction record will not necessarily disqualify you for employment. Factors such as the nature and gravity of the crime, the length of time since the conviction and/or completion of any sentence, and the nature of the JOB for which you have applied will be considered. If yes, please fully describe the criminal conviction(s), listing the nature of the offense, year occurred and the outcome below:			
Have you ever been convicted for moving violations in the past five years? <b>(Please not that this information depends on the position in which you are applying for)</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please give details:			
I have read the attached Job Description and can perform the essential responsibilities, qualifications and mental/physical requirements of the job.		<input type="checkbox"/> Yes <input type="checkbox"/> No	

### EDUCATION

School Name and Location	No. of Years Completed	Did You Graduate?	Major/Degree	GPA
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>Special Training / Skills / Trades</b>	<b>Awards / Commendations / Accomplishments</b>
<b>Professional Memberships / Affiliations that pertain to the job</b>	<b>Professional / Trade Licenses</b>

## EMPLOYMENT HISTORY

Specify your employment history starting with present or most recent employer. Please explain all breaks of employment longer than 30 days and include all periods of dual employment. Use additional pages if necessary. Please do not write "SEE RESUME". Completion of the following information is important.

<b>Employer</b>	<b>Dates Employed From - To</b>	<b>Summarize the type of work performed and job responsibilities</b>
<b>Address</b>		
<b>Phone #</b>	<b>Starting Wages</b>	
<b>Job Title</b>	<b>Final Wages</b>	
<b>Immediate Supervisor Name</b>		
<b>Reason for Leaving</b>		
<b>May We Contact for Reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

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<b>Job Title</b>	<b>Final Wages</b>	
<b>Immediate Supervisor Name</b>		
<b>Reason for Leaving</b>		
<b>May We Contact for Reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

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<b>Phone #</b>	<b>Starting Wages</b>	
<b>Job Title</b>	<b>Final Wages</b>	
<b>Immediate Supervisor Name</b>		
<b>Reason for Leaving</b>		
<b>May We Contact for Reference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

**VERIFICATION:**

1. I authorize the investigation of all matters which the Company deems relevant to my qualifications for employment, including all statements made in this application and in any attachments or supporting documents. I authorize you to request and receive such information and release from all liability any persons (such as former supervisors) or employers supplying it. I also release you from all liability, which might result from making the investigation.

2. I certify that the facts and information in this application and in my attachments or supporting documents are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions general will result in denial of employment or immediate termination, regardless of when and how discovered.

3. I understand that I may be required to submit to pre or post-employment physical or other professional examinations, medical inquiries and/or urinalysis test for the presence of drugs and/or alcohol. I agree to such examinations, inquiries and/or testing at the Company's expenses. I authorize release of the results to the Company and their use to evaluate my suitability for employment. I also release the company from any liability arising out of or connected with any examinations, inquiries and/or testing.

4. I understand that I may resign or be terminated, without cause or notice, at any time, unless otherwise stated in a written employment contract. I also understand that \_\_\_\_\_ is the only person who will ever have the authority to agree to any other terms and/or enter into such contracts and that all such agreements for other terms of employment on contract must also be signed by both parties. I also understand that unless otherwise stated in a written employment contract, the company may change, withdraw and interpret other policies (including wages, hours and working conditions), as it deems appropriate.

5. I have read each of these statements. I have also reviewed all of the information provided in this application and in any attachments or supporting documents.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>ADDITIONAL REFERENCE</b>	<b>Relationship</b>	<b>Company Name</b>	<b>Phone Number</b>



## **DISCLOSURE FOR EMPLOYMENT CONSUMER REPORT**

*Fair Credit Reporting Act of 1996 (15USC 1681 S604)*

### **Applicant Authorization Form**

Per Section 604 of the Fair Credit Reporting Act of 1996, this is to inform you that a Consumer Report for Employment Purposes may be obtained.

By signing this document, you are authorizing the procurement of such a report.

You are also advised that information from a Consumer Report for Employment Purposes will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.

You are also informed that before taking adverse action in whole or in part based on the Consumer Report for Employment Purposes, the company will provide you:

A copy of the Consumer Report for Employment Purposes; and

A copy of your rights, in the approved FTC format.

I have read and understand the above information and agree by affixing my signature below to these provisions.

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Applicant Signature

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Date

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Applicant Social Security Number

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Print Name

# Tenant Research, Inc.

PO Box 1653 Oregon City, OR 97045

PH: 503-656-0408

FX: 503-650-5256

## SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The Federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every Consumer Reporting Agency (CRA). Most CRA's are credit bureaus that gather and sell information about you to creditors, employers, landlords and other businesses, such as, if you pay your bills on time or have filed bankruptcy. You can find the complete text of the FCRA, 15 U.S. C. 1681-1681u at the Federal Trade Commissions Web Site (<http://www.ftc.gov>). The FCRA gives you specific rights as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you, such as denying an application for credit, insurance, or employment, must tell you and give you the name, address, and phone number of the CRA that provide the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file and a list of everyone who has requested it recently. There is no charge for the report if a person has action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days; (2) you are on welfare; or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source, also, must advise national CRA's to which it has provided the data, of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement in future reports. If any item is deleted or dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give a written notice telling you it has reinserted the item. The notice must include the name, address, and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone, such as a creditor who reports to a CRA that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you have notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA, usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer or prospective employer without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or, in some cases, a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA. For questions or concerns regarding CRA's, creditors and others not listed below, please contact:

Federal Trade Commission, Consumer Response Center-FCRA, Washington, DC 20580

PH: 202-236-3761



Brokerage and Management

# ON-SITE MANAGER MINIMUM JOB REQUIREMENTS

<b>Physical Strength</b>	Must be able to lift and carry 45 pounds.
<b>Physical Stamina</b>	Must be able to climb stairs, step stools or ladders up to six feet high and spend extended periods of time standing or walking and working in the weather extremes of summer and winter.
<b>Physical Flexibility / Agility</b>	Must be able to bend over to pick-up items from the ground level, turn side to side and kneel down.

## Maintenance Skills

- Able to evaluate maintenance requirements and to make decisions on repairs.
- Able to perform minor maintenance service for apartment interiors (i.e. – replace smoke alarm batteries, remove/replace switch covers, tighten loose screws, etc.).
- Possess knowledge of proper use of common hand and power equipment (saw, drill, mower, edger, etc.)
- Able to clean apartment interiors, including windows according to company standards.
- Possess knowledge of cleaning techniques and product use.
- Able to tolerate “safe” fumes according to manufacturer’s warning labels.
- Possess knowledge of painting techniques and skills.
- Able to use roller, pad and brush to paint interior walls and trim according to company standards.
- Able to use long handle rollers to paint ceilings.

## Administrative Skills

- Must be able to complete C&R’s reports and perform basic arithmetic functions.
- Able to perform basic bookkeeping tasks involving collecting rent preparation of reports, agreements, etc.
- Able to understand and administer Fair Housing Laws and refrain from any illegal discrimination practices.
- Possess valid drivers’ license.

## Managerial Skills

- Able to deal effectively with resident communications including emergency situations.
- Able to market apartment units.

## Landscape Skills

- Possess knowledge of basic landscape chemicals, plants and lawn maintenance.
- Able to use the following landscape tools efficiently and safely:

Power mower	Power edger
Blower	Weed Eater
Fertilizer spreader	Shrub trimming tools
Tree pruning tools, etc.	

## Communication Skills

- Must be able to speak, write and comprehend English.
- Must be able to communicate orally with others.

## Cleaning & Painting Skills

- Able to use a vacuum cleaner and other common janitorial equipment (both manual and power).

