



## EMPLOYMENT APPLICATION

**EQUAL EMPLOYMENT OPPORTUNITY:** 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 the person who has 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		Social Security Number	Date of Application
Last Name	First Name	Middle Name	
Street	City	State	Zip
Cell Phone #	Email	Driver License # and State	
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 for moving violations in the past five years? <b>(ANSWER IF THE POSITION YOU'RE APPLYING FOR REQUIRES DRIVING)</b> If yes, please give details:			<input type="checkbox"/> Yes <input type="checkbox"/> No
I have read the attached Job Description and can perform the essential responsibilities, qualifications and mental/physical requirements of the job with or without accommodation.			<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		

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

## EMPLOYMENT HISTORY

Specify your employment history starting with present or most recent employer. 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". Completing all information is important.

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

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

Employer	Dates Employed From - To	Summarize the type of work performed and job responsibilities
Address		
Phone #		
Job Title		
Immediate Supervisor Name		
Reason for Leaving		
May We Contact for Reference? <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 the President of C&R Real Estate Services Co. 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: \_\_\_\_\_

ADDITIONAL REFERENCE	Relationship	Company Name	Phone Number

# **DISCLOSURE FOR PRE-EMPLOYMENT REPORT, INCLUDING CRIMINAL AND EVICTION HISTORY**

## **Applicant Authorization:**

“I understand that because my position with C&R Real Estate Services Co. may include access to company and tenant assets, property and sensitive personal and financial information, C&R Real Estate Services Co. has need of certain personal information from me. I understand that my employment is contingent upon a thorough background check, including information regarding my criminal history, employment, education, and character. I hereby consent and authorize C&R Real Estate Services Co., and any of its agents, including Bemrose Consulting, Inc., to secure information pertaining to my background as stated above. I understand that the information supplied by me will be utilized in conducting a comprehensive background investigation, as well as the verification of the information supplied by me on this or any other application form and/or resume. I release from liability any person, all persons, companies and corporations that supply information about my history as a result of this investigation.”

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Applicant Signature

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Date

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Print Name