

## Application for Employment

**Instructions:** Enter NA if information does not apply. A résumé may be attached however the application must be completed in full.

Date	Desired Position	Property Name (if known)	Preference <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Wage Desired	Available Start Date
Name (Last, First, Middle Initial)			Preferred Name	Phone Number	
Mailing Address (Street or PO Box)		City	State	Zip	
Email Address		How did you learn of this position? Online Ad on <input type="checkbox"/> Cambridge Website Referred by <input type="checkbox"/> Other:			
<b>Education and Training</b>					
Do you have a high school diploma or GED? <input type="checkbox"/> No		If no, Highest Grade Completed	High School Name, City, State		
List college, business, vocational and technical schools, military training and other training relevant to this position.					
School Name	City/State	Major	Credits	Degree/Certificate	
List additional areas of research and study.					
Are you currently enrolled in school? If yes, enter name of school and area of study. <input type="checkbox"/> Yes					
List professional licenses, memberships, and certificates held relating to the job for which you are applying. Include expiration dates.					
Type	Description				Expiration Date
<input type="checkbox"/> License <input type="checkbox"/> Membership <input type="checkbox"/> Certification					
List the software programs you are proficient that relate to this job (Word, Excel, Outlook, Yardi, other).					
<b>Driver's License Information</b> (Complete if required to drive for the Company)					
Driver's License Number	Issuing State	Expiration Date	Auto Insurance Company	Policy Number	
<b>Other</b>					
Upon hire, can you submit verification of your legal right to work in the United States? <input type="checkbox"/> No					
If you reside in California or Washington and are under 18 years of age are you able to provide a work permit? <input type="checkbox"/> No					
Are you able to perform the essential functions of this job as described in the job advertisement, with or without accommodations? <input type="checkbox"/> No					
Are you able to travel if this position requires it? Please list limitations to travel. <input type="checkbox"/> No					
Have you ever been dismissed from a job? If yes, explain. <input type="checkbox"/> Yes					
Have you been previously employed by Cambridge Real Estate Services? If yes, list title(s) and dates of employment. <input type="checkbox"/> Yes					
Are you related to any current Cambridge Real Estate Services employees? If yes, enter their name. <input type="checkbox"/> Yes					
Do you speak, read or write any other languages fluently? If yes, enter below. <input type="checkbox"/> Yes					

<b>Employment History</b>			
<input type="checkbox"/> No	You have my permission to contact my current employer. If no, they may be contacted after employment.		
Current/Last Employer			
Employer's Address (Street, City, State, Zip)	Employer's Phone Number		
Title	Supervisor's Name	Supervisor's Title	Hours Per Week
Dates Employed (mm/yy – mm/yy)	Reason for Leaving		
Primary Duties			
Previous Employer			
Employer's Address (Street, City, State, Zip)	Employer's Phone Number		
Title	Supervisor's Name	Supervisor's Title	Hours Per Week
Dates Employed (mm/yy – mm/yy)	Reason for Leaving		
Primary Duties			
Previous Employer			
Employer's Address (Street, City, State, Zip)	Employer's Phone Number		
Title	Supervisor's Name	Supervisor's Title	Hours Per Week
Dates Employed (mm/yy – mm/yy)	Reason for Leaving		
Primary Duties			
Professional References (Do not include family members or friends)			
First Name and Last Name	Company	Relationship (Supervisor, Coworker, etc.)	Phone Number

## ADDENDUM

### Property Manager, Assistant Property Manager and Leasing Agent Applicants

What knowledge, skills, abilities and qualities do you possess that would enable you to be a good manager?

What would you look for in deciding whether an apartment building is a good place to live or work?

Do you have experience supervising others? If yes, please explain.

How do you motivate others?

Describe your computer and software experience.

Describe your method(s) for organizing your time.

How would you ensure you maintain a professional and courteous manner with all residents, coworkers, vendors, etc.?

### Maintenance Technician Applicants

Describe your maintenance skills.

How do you prioritize your work?

How do you ensure you are working safely?

What is your experience with preventative maintenance?

Describe the five most recent repairs you made.

How would you ensure you maintain a professional and courteous manner with all residents, coworkers, vendors, etc.?

Initials	<b>Please initial in the left hand column to indicate you have read, understand, and agree to the following statements.</b>
	<p><b>EQUAL OPPORTUNITY</b> Cambridge Real Estate Services is committed to providing an equal opportunity to all individuals who are seeking employment. We do not discriminate in hiring, promotions, or any other terms and conditions of employment because of race, color, creed, religion, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), age, national origin, marital status, domestic partner status, sexual orientation, physical or mental disabilities, genetic information, gender, gender identity or gender expression, military or veteran status or any other status protected by federal or state law. The objective of the Company's hiring procedures is to select the most qualified individual for the job. All applicants are encouraged to provide the Company with information that will demonstrate their qualifications to perform the duties of the job for which the applicant is applying.</p>
	<p><b>PRE-EMPLOYMENT SCREENING</b> Depending on the position for which I am applying, I understand that the Company may request a criminal and/or credit history pertaining to me. If required, I understand that I will be provided with additional notices and information about the process and my rights.</p>
	<p><b>DRUG SCREEN</b> I understand a drug screen may be required as part of the hiring process. Failure to take the test as instructed or pass the drug screen will be sufficient cause for disqualification from employment consideration or for termination if I am employed.</p>
	<p><b>AT-WILL EMPLOYMENT</b> I understand that nothing contained in this application, or conveyed during any interview, or during my employment if hired, is intended to create an employment contract between me and Cambridge Real Estate Services. In addition, I understand and agree that if hired, my employment will be "at-will," for no definite or determinable period of time, and may be terminated at any time, for any reason or for no reason at all, with or without prior notice, at the option of the company or myself. I understand and agree that no promises or representation contrary to this "at-will" condition is binding on Cambridge Real Estate Services, and that I have not relied, and will not rely, on any verbal or written statements to the extent that such might even suggest that my status is anything other than "at-will." I further understand and agree that my "at-will" status cannot be changed except by a written document specifically addressing my individual "at-will" status, and signed by both me and the President of Cambridge Real Estate Services. I agree that it is my responsibility to confirm the authorization of any person signing such a document, since I understand the company's intent is not to enter into any employment arrangements other than "at-will."</p>
	<p><b>INVITATION TO REQUEST REASONABLE ACCOMODATION FOR APPLICANT WITH A DISABILITY</b> An applicant with a disability who needs reasonable accommodation in any step of the hiring process to assist him or her to demonstrate qualifications to perform the essential functions of the job for which the applicant is applying should contact the Director of Human Resources at (503) 445-2793.</p>
	<p><b>ARBITRATION AGREEMENT</b> I understand that I will be asked to sign an Arbitration Agreement with Cambridge prior to commencing employment.</p>
	<p><b>PHOTOCOPIES</b> I authorize that a photocopy of this signed Application for Employment will be valid as an original.</p>
	<p><b>CERTIFICATION</b> I certify that all information submitted by me on this application is true and complete and understand that all information contained within this application, my resume, and conveyed during the interview process, may be investigated. I further understand that falsification, misrepresentation or omission of facts may result in disqualification from employment consideration or termination if I am employed, regardless of how or when discovered.</p>
	<p><b>IMMIGRATION COMPLIANCE</b> I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete a Form I-9 in this regard.</p>

I understand that checking this box and typing my name below is the legally binding equivalent to my handwritten signature.

Sign or Type Full Name	Date
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