

STOP!

Do not give out this application until you are prepared to offer employment to this candidate.

If you need to give an application to someone who you are not offering a job to, then only provide the application and discard the background screening forms on the back.



If you have questions contact your supervisor or the HR department lwinkle@cambridgeres.com

APPLICATION FOR APARTMENT MANAGER, ASSISTANT MANAGER, LEASING AGENT

CAMBRIDGE
real estate services

Cambridge Real Estate Services is a drug free workplace.

Each section and question must be fully and accurately answered. No action will be taken on an incomplete application.

DATE	PROPERTY OR POSITION SOUGHT	DRIVER'S LICENSE NUMBER	STATE
HOW DID YOU HEAR ABOUT THIS POSITION?			
NAME (one application per person)		EMAIL	
SOCIAL SECURITY NUMBER	HOME PHONE	WORK PHONE	
CURRENT ADDRESS			
CITY	STATE	ZIP	HOW LONG
<input type="checkbox"/> RENT <input type="checkbox"/> OWN	LANDLORD'S NAME	PHONE	
PREVIOUS ADDRESS			
CITY	STATE	ZIP	HOW LONG
<input type="checkbox"/> RENT <input type="checkbox"/> OWN	LANDLORD'S NAME	PHONE	

LIST STATES AND COUNTIES OF RESIDENCE FOR THE PAST SEVEN YEARS.	
HAVE YOU EVER WORKED FOR CAMBRIDGE REAL ESTATE SERVICES BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO WHEN?	
HAVE YOU EVER USED ANY NAMES OR SOCIAL SECURITY NUMBERS OTHER THAN THOSE ON THIS APPLICATION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, PLEASE LIST:	
I AM INTERESTED IN <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART-TIME WORK I CAN BEGIN WORK ON _____ (DATE)	
IF YOU INTEND TO LIVE ON SITE, INDICATE THE NUMBER OF PERSONS IN YOUR HOUSEHOLD	
DO YOU PLAN TO WORK WITH A PARTNER? <input type="checkbox"/> YES <input type="checkbox"/> NO PARTNER'S NAME IF YES, PLEASE COMPLETE THE ATTACHED BACKGROUND RECORD CHECK AUTHORIZATION (SPOUSE OR COHABITANT).	
ARE YOU LAWFULLY AUTHORIZED TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ARE YOU CAPABLE OF PERFORMING, WITH OR WITHOUT REASONABLE ACCOMMODATION, THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU HAVE APPLIED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IS YOUR AUTO INSURED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DOES NOT APPLY	INSURANCE COMPANY
WHO SHOULD BE CONTACTED IN THE CASE OF AN EMERGENCY?	
NAME	PHONE NUMBER

QUALIFICATIONS	PLEASE LIST ALL WORK RELATED EDUCATION, TRAINING OR EXPERIENCE YOU FEEL RELATE TO THE POSITION(S) APPLIED FOR THAT WOULD HELP YOU PERFORM THE WORK, SUCH AS SCHOOLS, COLLEGES, DEGREES, VOCATIONAL OR TECHNICAL PROGRAMS, HOBBIES, ETC.				
	NAME	ADDRESS	DEGREES	ATTENDANCE DATES	ACHIEVEMENTS, EXPERIENCE OR TRAINING
REFERENCES	<i>LIST 3 REFERENCES WHOM WE MAY CONTACT:</i>				
		NAME	ADDRESS	PHONE	TYPE OF BUSINESS
	PERSONAL				
	BUSINESS				
RELATIVE					
FINANCES	WHAT COMPENSATION DO YOU REQUIRE (APARTMENT AND SALARY COMBINED)?				
	IN ADDITION TO THE INCOME YOU DERIVE FROM THIS JOB, DO YOU HAVE ANY OTHER MEANS OF SUPPORT? <input type="checkbox"/> YES <input type="checkbox"/> NO				
	DESCRIBE				
MAINTENANCE	DESCRIBE YOUR MAINTENANCE KNOWLEDGE AND SKILLS (IF ANY)				
	WOULD YOU EVER CONSIDER WORKING AT A BUILDING THAT HAS PROBLEMS SUCH AS TENANTS THAT NEED TO BE EVICTED OR REPAIRS THAT HAVE BEEN NEGLECTED? <input type="checkbox"/> YES <input type="checkbox"/> NO				
SHORT ANSWERS	WHAT QUALITIES DO YOU HAVE THAT WOULD ENABLE YOU TO BE A GOOD MANAGER?				
	WHEN YOU LOOK AT AN APARTMENT BUILDING, WHAT THINGS DO YOU CONSIDER IN DECIDING WHETHER YOU WANT TO LIVE THERE?				
WHAT TYPE(S) OF BUILDINGS AND MANAGEMENT SITES WOULD YOU SPECIFICALLY NOT WANT TO BE CONSIDERED FOR?					
BECAUSE ON-SITE MANAGEMENT REQUIRES THAT YOU BE AVAILABLE A CONSIDERABLE AMOUNT OF TIME TO SHOW AND RENT APARTMENTS, HOW DO YOU PROPOSE TO PROVIDE COVERAGE? (PART TIME POSITIONS ONLY)					

APPLICANT'S NAME:

EQUAL OPPORTUNITY

Cambridge Real Estate Services is an equal opportunity employer and does not discriminate in employment because of race, color, creed, religion, sex, age, national origin, marital status, sexual orientation, non-job related physical or mental disabilities, Veteran status, or any other status protected by federal or state law.

NOTICE TO APPLICANTS

Cambridge Real Estate Services is committed to providing an equal opportunity to all individuals who are seeking employment. 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 the applicant's qualifications to perform the duties of the job for which the applicant is applying.

INVITATION TO REQUEST REASONABLE ACCOMODATION FOR APPLICANT WITH A DISABILITY

An applicant with a disability who needs reasonable accommodation in any step of the hiring process to assist him or her to demonstrate his or her qualifications to perform the essential functions of the job for which the applicant is applying should inform the Personnel Office.

PRE-EMPLOYMENT SCREENING

In compliance with state, federal and fair credit reporting laws, this is to inform you that an investigation involving the statements made on this pre-employment application is being initiated. The information obtained through this process may result in denial of employment.

As a routine part of the employment process we will have a report prepared on the information you have provided above. This report will include but is not limited to the following: current and previous employment, current and previous rental or ownership information, criminal and civil records check, education verified, motor vehicle record check, drug screening and credit report profile.

Washington State: The position you are applying for allows you access to personal credit information, property accounting information, and other sensitive financial and confidential data on individuals and the property. Due to the nature of the information you will have access to, a consumer report for employment purposes will be obtained on you.

WITH THIS UNDERSTANDING

I hereby certify that the above statements are true and complete to the best of my knowledge. I further understand that any false statements made by me in this application, or any supplement hereto, may be grounds for immediate discharge or rejection from consideration for further employment, regardless of how or when discovered.

I hereby authorize any and all of my former employers and any other person, firm or corporation to furnish any and all information concerning my credit worthiness and personal background and I hereby release each such employer or other persons, firm or corporations from any and all liability by reason of requesting or furnishing this information. I understand that in connection with this application, a consumer report and/or investigative consumer report shall be requested, whereby information is obtained through personal interviews with my neighbors, friends or associates or with others with whom I am acquainted or who may have knowledge with respect to the procurement of any such report. I understand I have the right to know the name and address of the consumer reporting agency that furnished the report, and in the case of an investigative consumer report have the right to receive a complete and accurate disclosure of the nature and scope of the information requested if I request such disclosure within a reasonable period of time. I authorize the Company to release to any person, firm, entity or organization with which I may seek employment in the future, any truthful information concerning my work experience with the Company. I hereby release and hold the Company harmless from any claim for releasing any truthful information within its knowledge and/or records.

I further understand that all employment with the company is 'at-will' and may be terminated by me or the company at any time or for any reason, and that I will be asked to sign an Arbitration Agreement with Cambridge Real Estate Services upon commencement of employment.

Signature _____ Date _____

Please feel free to supplement this application with additional sheets, if necessary. This application becomes void after 60 days unless renewed by you.

APPLICANT'S NAME:

BACKGROUND INVESTIGATION AUTHORIZATION

IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGEMENT

In connection with your employment, application, or temporary agency/contractor assignment with **Cambridge Real Estate Services**, we may upon execution of this authorization, investigate the information contained in this form, your application and other relevant background information to determine whether you are a suitable candidate for employment, promotion, position re-assignment or contract. Therefore, **Cambridge Real Estate Services** will request a consumer report or investigative consumer report as defined under applicable state and federal law from a third party agency, Background Investigations/OneCreditSource.com, 27600 SW 95th Ave, Ste 100, Wilsonville, OR 97070, 800-955-1356. The scope of the report request by **Cambridge Real Estate Services** may include information relating to your consumer credit report, criminal history, academic achievement, employment history, Social Security Number verification, character, general reputation, personal characteristics, and mode of living. The purpose of the background investigation is to solely determine employment eligibility. If you do not authorize **Cambridge Real Estate Services** to conduct your background investigation, you will not be considered for employment, promotion, position re-assignment or contract. If so, your application may be withdrawn, you may be removed from your position or your contract may be terminated, if applicable.

If the report, in whole or in part, supports making an adverse decision affecting your employment or contract, **Cambridge Real Estate Services** will provide you, before making the adverse decision, a copy of the report and a description in writing of your rights under the Fair Credit Reporting Act and any applicable state laws. If you are ineligible for employment or your background is unacceptable to **Cambridge Real Estate Services**, **Cambridge Real Estate Services** may not hire you or may remove you from your position, assignment or terminate your contract. If this information is retained, it will be kept confidential and separate from your personnel file, if you are hired.

By checking this box and with my signature below, I acknowledge receipt of a copy of the “**CONSUMER REPORT FOR EMPLOYMENT PURPOSE DISCLOSURE FORM**”.

Please complete the form below: Applicant/Team Member Temporary Agency Personnel/Contractor Temp to Hire

Current Name – Last, First, Middle Name	Social Security Number
Other Names You Have Used - Last, First, Middle Name	Date of Birth

Residence Data: Beginning with your current address, list all addresses where you have resided in the last 10 years.

Dates – From/To	Street Address	City, State, Zip

Have you ever been convicted of, participated in a pre-trial program with respect to, or are there any pending charges against you involving a criminal offense?

Yes No Date(s): _____ Date(s): _____
 Charge(s): _____ Charge(s): _____
 County/State: _____ County/State: _____

Acknowledgement and Authorization			
I acknowledge receipt of this background investigation authorization, as set forth above, and certify that I have read and understand these disclosures. I authorize Cambridge Real Estate Services or its representative to obtain a “consumer report” or “investigative consumer report” as defined under applicable state and federal law or other background information used in connection with Cambridge Real Estate Services consideration of me for employment, promotion, position re-assignment or contract. I acknowledge that a telephonic facsimile or copy of this release shall be as valid as the original. To the maximum extent permitted by law, this authorization is valid for all federal, state, county and local agencies and authorities, I understand I have the right to make a written request within a reasonable period of time (not to exceed 30 days) after receipt of this notice for complete and accurate disclosure of information concerning the nature and scope of the investigation. I certify all my answers on this Authorization are true and complete. I understand that the falsification, omission or misrepresentation of fact on this Authorization (or any other accompanying or required documents) may be cause for denial of employment or immediate termination of employment if hired, regardless of when or how discovered.			
Applicant’s Signature	Driver’s License Number/State	If under 18 Parent’s Signature	Date
X _____	_____	X _____	_____

Search requests will not be processed unless a fully executed copy of this form is returned to Background Investigations/OneCreditSource.com
FAX with search request to Background Investigations/OneCreditSource.com: 800-955-1361

STATE SPECIFIC NOTICES

If you live or work for **Cambridge Real Estate Services** in the states listed below, please note the following:

(CALIFORNIA, MAINE, MASSACHUSETTS, MINNESOTA, NEW JERSEY, NEW YORK, OKLAHOMA AND WASHINGTON applicants ONLY) Check the box if you wish to receive a copy of the report requested by **Cambridge Real Estate Services**. If I am a California resident, I understand I have the right to visually inspect the files concerning me maintained by an investigative consumer reporting agency during normal business hours and upon reasonable notice. The inspection can be done in person, by request by certified mail to have materials sent to me, or by phone, if proper identification is provided. I also understood that I can request trained personnel to explain information to me, including coded information, and that I can be accompanied by a representative.

CALIFORNIA

You may view the file that Background Investigations/OneCreditSource.com has for you, and order a copy of the file, upon submitting proper identification and paying copying costs, by going to their offices, during normal business hours and on reasonable notice, or by mail. You may also ask for a file-summary by phone. Background Investigations/OneCreditSource.com can answer questions about information in your file, including any coded information. If you go in person, another person can go with you, so long as that person can show proper identification.

OREGON

If **Cambridge Real Estate Services** obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

WASHINGTON STATE

If you submit a request in writing, you have the right to get from **Cambridge Real Estate Services** a complete and accurate disclosure of the nature and scope of the investigative consumer report we ordered, if any. You also have the right to ask Background Investigations/OneCreditSource.com for a written summary of your rights under the Washington Fair Credit Reporting Act. If **Cambridge Real Estate Services** obtains information bearing on your credit worthiness, credit standing or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

Consumer Report for Employment Purpose Disclosure 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.

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. I agree by affixing my signature to the accompanying "Background Investigation Authorization" form.

A Summary of Your Rights Under the Washington State Fair Credit Reporting Act

The Washington Fair Credit Report Act, located at Chapter 19.182 RCW, substantially parallels the federal Fair Credit Reporting Act and the rights and remedies set forth in the Federal Trade Commission's Summary of Rights, except that, effective July 22, 2007, the Washington state law imposes greater limitations on the reasons for which an employer may obtain a consumer report. Beginning July 22, 2007, an employer may not obtain a consumer report that indicates the consumer's credit worthiness, credit standing, or credit capacity, unless (1) the information is substantially job related and the employer's reasons for using the information are disclosed in writing, or (2) the information is required by law.

FOR QUESTIONS, CONCERNS or COMPLAINTS	PLEASE CONTACT
Any complaints by consumer under state law may be directed to the Attorney General's office in Washington Consumer Protection Division.	<p>CONSUMER RESOURCE CENTER</p> <p>Statewide Toll-Free Number: 800 551-4636</p> <p>Statewide Toll-Free TDD: 800 276-9883</p> <p>Complaints may be made via US mail or email: http://www.atg.wa.gov/FileAComplaint.aspx (Include your U.S. Mail address with any complaint.)</p> <p>Website & Forms http://www.atg.wa.gov/</p>

A 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 CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the [complete text of the FCRA](#), 15 U.S.C. §§1681-1681u. 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 provided 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 taken 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 CRAs -- 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 to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a 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 you 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've 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 phone 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	PLEASE CONTACT
CRA's, creditors and others not listed below	Federal Trade Commission Consumer Response Center- FCRA Washington, DC 20580 * 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 * 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 * 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington D.C. 20552* 800- 842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 * 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 * 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 * 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 * 202-720-7051