

STOP!

This application does not include the background info – if you are offering a job to this candidate please give them the application that includes the background forms.



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: