

An Equal Opportunity Employer
Employment Application

Please Print

Date _____

Name _____
Last First Middle

Business Telephone (____) _____

Home Telephone (____) _____

Cell Telephone (____) _____

Social Security No. _____ - _____ - _____

Present Address _____
No. Street City State Zip

Permanent Address if different from present address

_____ No. Street City State Zip

Employment Desired

Position applying for: _____

Are you applying for:

Regular Full-time Work? _____ Yes ___ No ___

Regular Part-Time work? _____ Yes ___ No ___

Temporary work, e.g., summer or holiday work? _____

What days and hours are you available for work? _____

If applying for temporary work, during what period of time will you be available?

From _____

Are you available for work on weekends? _____ Yes ___ No ___

Would you be available to work overtime, if necessary? _____ Yes ___ No ___

If hired, on what date can you start work? _____

Salary desired: _____

Personal Information

Have you ever applied to or worked for So. Calif. Real Estate Mgmt Inc.?.....Yes___ No___

If yes, when? _____

Do you have friends or relatives working for So. Calif. Real Estate Mgmt Inc.?Yes___ No___

If yes, state names(s) and relationship _____

Why are you applying for work at So. Calif. Real Estate Mgmt Inc.? _____

If hired, would you have a reliable means of transportation to and from work?Yes___ No___

Are you at least 18 years old?.....Yes___ No___
(If under 18, hire is subject to verification that you are of minimum legal age.)

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?Yes___ No___

Are you able to perform the essential functions of the job for which you are applying?.....Yes___ No___

In no, describe the functions that cannot be performed. _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination and to skill and agility test.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor?) (Convictions for marijuana related offenses that are more than two years old need not be listed).....Yes___ No___

If yes, state nature of the crime(s), when and where convicted and disposition of the case _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Are you currently employed?Yes___ No___

If so, may we contact your current employer?.....Yes___ No___

Education, Training and Experience

School	Name and Address	No. of Years Completed	Did You Graduate?	Degree or Diploma
High School			Yes ____ No ____	
College/ University			Yes ____ No ____	
Vocational/ Business			Yes ____ No ____	

Some of our customers do not speak English. Do you speak, write or understand any foreign language?

Yes___ No___

If yes, which language(s)_____

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at So. Calif. Real Estate Mgmt., Inc? If so, please explain

Answer the following questions, if you are applying for a professional position

Are you licensed/certified for the job applied for?.....Yes___ No___

Name of license/certification_____

Issuing State_____ License/certification number_____

Has your license/certification ever been revoked or suspended?.....Yes___ No___

If yes, state reason(s), date of revocation or suspension and date of reinstatement_____

Driving Record:

If there is a possibility you will be operating a company vehicle or your own vehicle for our SCREM business, your initial & continued employment at Southern California Real Estate Management is subject to a review of your DMV driving record which you must provide prior to the first day of work. Any person with a DUI conviction will not be employed at the company. List any tickets, accidents or convictions that you have had in the last ten years.

Employment History

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer (Current or most recent) _____

Address _____
No. Street City State Zip

Type of Business _____

Telephone No. (_____) _____ Your Supervisor's Name: _____

Your Position and Duties: _____

Date of Employment: From _____ To _____

Hourly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name of Employer _____

Address _____
No. Street City State Zip

Type of Business _____

Telephone No. (_____) _____ Your Supervisor's Name: _____

Your Position and Duties: _____

Date of Employment: From _____ To _____

Hourly Pay: Starting _____ Ending _____

Reason for Leaving: _____

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Name of Employer _____

Address _____
No. Street City State Zip

Type of Business _____

Telephone No. (____) _____ Your Supervisor's Name: _____

Your Position and Duties: _____

Date of Employment: From _____ To _____

Hourly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name of Employer _____

Address _____
No. Street City State Zip

Type of Business _____

Telephone No. (____) _____ Your Supervisor's Name: _____

Your Position and Duties: _____

Date of Employment: From _____ To _____

Hourly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Note: Attach additional page(s) if necessary

Military Service

Have you obtained any special skills or abilities as the result in the military?Yes___ No___

If so, describe _____

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name _____

Address _____
 No. Street City State Zip

Occupation _____

Telephone No. (____)_____ Number of Year Acquainted _____

Name _____

Address _____
 No. Street City State Zip

Occupation _____

Telephone No. (____)_____ Number of Year Acquainted _____

Name _____

Address _____
 No. Street City State Zip

Occupation _____

Telephone No. (____)_____ Number of Year Acquainted _____

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for refection of this application of for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. IN addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I hereby agree to submit to binding arbitration all disputes and claims arising out of the submission of the application. I further agree, in the event that I am hired by the company, that all disputes that cannot be resolved by informal internal resolution which might arise out of my employment with the company, whether during or after that employment, will be submitted to binding arbitration. I agree that such arbitration will be conducted under the rules of the American Arbitration Association.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

Date _____ Applicant's Signature _____

Equal Employment Opportunity Data

To be completed by applicant:

Completion of this form is entirely *voluntary*, and all information will remain confidential and will *not* affect your application for employment. We are required by law to collect this information for equal opportunity employment purposes and it will *not* become part of your personnel record if you are hired by this company.

Name: _____

Sex: Male Female

Race/Ethnicity: American Indian/Alaskan Native
 Asian/Pacific Islander
 Black
 Hispanic
 White

Government contractors must take affirmative action to employ and advance certain qualified individuals subject to the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Act of 1974. Completion of the following information is voluntary, and will assist us in proper placement and reasonable accommodation. If you wish to be identified as qualifying for such placement or accommodation, please check where applicable:

Vietnam Era Veteran
 Disabled Veteran
 Individual with a Disability

To be completed by employer:

EEO-1 Category: 1. Officials and managers 6. Crafts – skilled
 2. Professionals 7. Operatives-semi-skilled
 3. Technicians 8. Laborers – unskilled
 4. Sales 9. Service Workers
 5. Office and Clerical

Employer information completed by:

Name _____ Date _____

EMPLOYMENT APPLICATION STATEMENT

I, the undersigned, understand that I am being considered as a potential employee of so. Calif. Real Estate Mgmt., inc.(the "Company") as of _____,20____, and hereby certify that:

1. I understand that if I am hired, such hiring will not be for any definite period of time. Even though, if hired, I will be paid my wages on a weekly basis, I understand that this does not mean I am being hired for a definite period of time.
2. I understand that because I am being considered for a position for other than a definite period of time, if hired, I am an employee at will and I can be fired at any time, with or without cause, for any reason which does not violate a public policy of the State. I also understand that I can leave my job at any time for any reason provided I first give at least two (2) weeks' notice to the Administrator of the Company.
3. I understand that Company policy requires that if hired, I be hired as an employee at will and this policy cannot be changed except in a written document signed by me and an officer of the Company.
4. I have been given an opportunity to ask questions regarding company rules and my potential status as an employee at will. No representative of the company has made any promises or other statements to me which imply that I will be employed under any other terms than stated above.
5. I understand that if hired this Statement will become part of the employment arrangement between the Company and me, and will be binding on me.
6. I agree that if I am employed by the Company, all disputes relating to my employment with the Company or the termination thereof including, but not limited to, claims of age, gender, disability or other illegal discrimination, sexual, racial or age harassment or civil rights violations, shall be submitted to final and binding arbitration before an arbitrator who is a member of the American Arbitration Association. I understand that I may be represented by counsel in such proceedings and I agree that arbitration shall be the exclusive method of resolving disputes relating to my employment with the Company or the termination thereof. I also understand that in agreeing to arbitration, I am giving up my right to have any such dispute decided in a court of law before a jury and instead I am accepting the use of arbitration.

Executed at Los Angeles, California, Country of Los Angeles, this ____ day of _____, 20 ____.

APPLICANT SIGNATURE