



C A R U S O
A F F I L I A T E D

APPLICATION FOR EMPLOYMENT

Directions:

You must fill out this form completely to be considered for employment with Caruso Management Company, Ltd. If you cannot respond to an item, please explain your reason for not responding. An incomplete application is not considered an application for employment with us. Please print plainly and legibly. We are an equal opportunity employer. Qualified persons are considered for employment without regard to race, color, religion, creed, gender, national origin or ancestry, age, marital status, veteran status, sexual orientation, gender identification, physical or mental disability, medical condition or any other consideration made unlawful by federal, state or local laws.

I have read and understand the above.

Applicant Signature

Date

PERSONAL INFORMATION

Position(s) Applied For: _____ Date of Application ____/____/____

Name: _____

Present Address: _____

Phone Number: _____

If you are under 18, can you furnish a work permit? (please circle one) **YES** **NO**

Have you ever been employed by this employer before? (please circle one) **YES** **NO**

Are you legally eligible for employment in this country? (please circle one) **YES** **NO**

(Proof of U.S. citizenship or immigration status will be required upon employment)

Date available for work ____/____/____

Type of employment desired: ____ Full-Time ____ Part-Time ____ Temporary

If hired would you have a reliable means of transportation to and from work? **YES** **NO**

Are you able to perform the essential functions of the position you are applying for either with or without reasonable accommodation? **YES** **NO**

If accommodation were necessary, what would it entail? _____

Have you ever been discharged from any job? **YES** **NO**

If "Yes"

Employer's Name: _____

Employer's Address: _____

Reason for Discharge: _____

Except as described below, have you ever plead "guilty" or "no contest" or been convicted by any court of a criminal offense which was a felony or misdemeanor? **YES** **NO**

If so, please describe: _____

Do not answer "Yes" or describe the criminal offense if the offense involved:

- a. A traffic violation constituting an infraction;
- b. A marijuana-related conviction more than two years old if the conviction is currently classified as a misdemeanor, but was classified prior to 1976 as a felony;
- c. A conviction that has been sealed, expunged or legally eradicated;
- d. An offense which was finally settled or dismissed in juvenile court or referred to the youth authority;
- e. A misdemeanor conviction for which probation was completed and the case was dismissed.
- f. Any offense which did not result in conviction because of referral to and participation in a pre-trial or post-trial diversion program.

(A conviction will not necessarily disqualify you from consideration for employment. The Company, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.)

EDUCATION

High School

Name, City &
State: _____

Graduate (Y/N): _____

of Years Completed: _____

Major: _____

Degree / Diploma: _____

College/University

Name, City &
State: _____

Graduate (Y/N): _____

of Years Completed: _____

Major: _____

Degree / Diploma: _____

Additional

Name, City & State: _____

Graduate (Y/N): _____

of Years Completed: _____

Major: _____

Degree / Diploma: _____

MILITARY SERVICE

Have you ever had military experience in the United States Armed Forces? **Yes** **No**

Please indicate any relevant skills acquired: _____

REFERENCES

Please list only persons familiar with your work-related abilities. Do not include relatives.

1. Name: _____ Occupation: _____
Address: _____ State: _____ Zip Code: _____
Phone: _____

2. Name: _____ Occupation: _____
Address: _____ State: _____ Zip Code: _____
Phone: _____

3. Name: _____ Occupation: _____
Address: _____ State: _____ Zip Code: _____
Phone: _____

EMPLOYMENT HISTORY

Please list below all of your present and past work experience for the last 10 years, starting with your most recent employer. Please account for all periods of unemployment. If you need additional space, please attach a separate page.

**** You must complete this section even if attaching a resume.**

Name of Employer: _____				
Address: _____				
No.	Street	City	State	Zip
Type of Business: _____				
Telephone No.: _____		Supervisor's Name: _____		
Position and Duties: _____				

Date of Employment: From: _____		To: _____		
Ending Base Salary: _____				
Reason for Leaving: _____				

May we contact this employer for a reference?			Yes	No

Name of Employer: _____				
Address: _____				
No.	Street	City	State	Zip
Type of Business: _____				
Telephone No.: _____		Supervisor's Name: _____		
Position and Duties: _____				

Date of Employment: From: _____		To: _____		
Ending Base Salary: _____				
Reason for Leaving: _____				

May we contact this employer for a reference?			Yes	No

Name of Employer: _____				
Address: _____				
No.	Street	City	State	Zip
Type of Business: _____				

Telephone No.: _____ Supervisor's Name: _____
Position and Duties: _____

Date of Employment: From: _____ To: _____
Ending Base Salary: _____
Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Name of Employer: _____
Address: _____
 No. Street City State Zip
Type of Business: _____
Telephone No.: _____ Supervisor's Name: _____
Position and Duties: _____

Date of Employment: From: _____ To: _____
Ending Base Salary: _____
Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Employment Status

Are you currently employed? (please circle one) Yes No

If "Yes"
Employer's Name: _____

Current Position: _____

Employer's Address: _____

If "No"
Exact # of days or weeks since leaving last job:

Reason for leaving: _____

SKILLS AND OBJECTIVES

Why are you interested in working for Caruso Management Company, Ltd. and what are your career objectives?

Please list computer programs you have worked with in the past:

List prior experience in property management, development and/or customer service:

List other prior related experiences:

CARUSO MANAGEMENT COMPANY, LTD.
PRE-EMPLOYMENT STATEMENT
*****PLEASE READ BEFORE SIGNING*****

I, the undersigned agree that:

1. The information that I have provided is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials during any interviews may preclude me from an offer of employment, or may result in a withdrawal of an employment offer or may result in discharge from employment if I am already employed at the time the misrepresentation or omission is discovered.
2. I consent to and authorize the employer to contact my former employers, references and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools and personal references to give the employer (without further notice to me) any and all information about my previous employment and educations, along with any other pertinent information they may have and hereby waive any actions which I may have against either party(ies) for providing a good faith reference.
3. In consideration of my employment, I agree to comply with the policies, rules, regulations and procedures of the Company and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either the Company or myself. I further understand that no manager, partner or representative of the Company, other than the President, has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and the individuals designated above. This application does not constitute an agreement or contract for employment for any specified period or definite duration.
4. I further understand and agree that, if hired, upon termination of my employment, I will promptly return all property in my custody belonging to the employer, including, but not limited to, office keys, key cards, manuals, and computer equipment.

***Expiration: This application is current for 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to complete a new application.*

Signature

Date