



CARITAS MANAGEMENT CORPORATION
 1358 Valencia Street
 San Francisco, CA 94110

Application For Employment

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, sexual orientation, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, criminal history or any other legally protected status.

Kind of Position(s) Applied for: <input type="checkbox"/> Property Management <input type="checkbox"/> Administration/Operations <input type="checkbox"/> Security/Front Desk <input type="checkbox"/> Maintenance/Janitorial <input type="checkbox"/> Accounting <input type="checkbox"/> Occupancy/Leasing <input type="checkbox"/> Other						Date of Application			
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other									
Last Name		First Name			Middle Name				
Address	Number	Street	City	State	Zip Code				
Telephone Number(s)					Social Security Number				
					X	X	X	X	X
Email address									

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If Yes, give date

Have you ever been employed with us before? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you legally eligible to work in this country? Yes No

Proof of citizenship or eligible immigration status will be required upon employment.

On what date would you be available for work?

Are you available to work: Full time Part time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Education

	Elementary School					High School					Undergraduate College/University				Graduate/Professional						
School Name and Location																					
Diploma/Degree																					
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4				
Describe Course of Study																					
Describe any specialized training, apprenticeship, skills and extra-curricular activities.																					
Describe any honors you have received.																					
State any additional information you feel may be helpful to us in considering your application.																					

Indicate any foreign languages you can speak, read any / or write. (Optional unless specified as required or preferred in position applied for)			
	FLUENT	GOOD	FAIR
Speak			
Read			
Write			

List professional, trade, business or civic activities and offices held.
You may exclude membership which would reveal sex, race, religion, national origin, age, ancestry, or handicap, or other protected status:

References

Give First name, Last Name, Email address, and Telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

Have you ever had any job-related training in the United States military? Yes No
If Yes, please describe: _____

Employment Experience

Please start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title	Supervisor			
Reason for leaving				
1. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title	Supervisor			
Reason for leaving				
1. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title	Supervisor			
Reason for leaving				
1. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title	Supervisor			
Reason for leaving				
1. Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title	Supervisor			
Reason for leaving				

(If you need additional space, please continue on a separate sheet of paper.)

Please list any special job-related skills/qualifications gained from work or other experience:

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby acknowledge that any employment offered to me by CMC is "at will", which means that I may resign at any time and CMC may discharge me at any time, with or without cause. I also understand that "at will" employment may not be changed by any written document or by conduct.

I understand, also, that I am required to abide by all rules and regulations of CMC, including the requirement to maintain a drug-free workplace, and that CMC is pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. I acknowledge that CMC encourages and supports an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin. In the event of employment, I agree to uphold and comply with CMC's Equal Housing Opportunity policy.

Signature of Applicant

Date

FOR STAFF USE ONLY: TO BE COMPLETED FOLLOWING INTERVIEW

Date interviewed: _____

Interviewers: _____

Position considered: _____

Remarks _____

H.R. NOTES: _____

CARITAS MANAGEMENT CORPORATION

HIRING POLICY

1. All applicants must complete an Application for Employment prior to being interviewed for any position. Applicants for certain positions may also be required to submit a resume and/or letter of interest. These requirements would be specified on the Job Announcement or advertisement, if applicable.
2. Based on information provided on the Applications for Employment and/or resumes, prospective candidates will be selected for interview. If interviewed more than 45 days after the date the Application was filed, applicants will be required to complete a new Application. Applications from applicants not selected for interview will be maintained on file for 3 years. We will not respond to these applicants, although if they should inquire, they will be informed of the status of their application and of the position for which they applied.
3. If an applicant is selected as a final candidate for the job through the interview process, CMC's Human Resources Manager will conduct certain background checks, depending on the position for which they applied. References and a criminal history inquiry will be conducted for all positions. CMC will notify the applicant prior to conducting a criminal history inquiry, if applicable. A credit/unlawful detainer check, which will be used as part of the evaluation of their application for employment, will be conducted for Central Office staff positions and on-site property management positions only, and these applicants will be asked to sign a consent form for this purpose.
4. All information obtained through preemployment investigation will be reviewed by the Human Resources Manager and other staff involved in the hiring decision. No background checks will be conducted on applicants who are not selected as final candidates.
5. Prior to making an adverse decision based on an applicant's criminal history, CMC will provide the applicant a pre-adverse action notice identifying the specific criminal history that provides the basis for the adverse decision. CMC must wait at least seven days from the date of said notice before taking final adverse action, during which, if the applicant disputes the criminal history or provides information regarding rehabilitation or mitigating factors, CMC must wait a "reasonable time" before taking adverse action. If CMC decides to take an adverse action, the applicant will be provided with a final adverse action notice. If CMC denies employment (in whole or in part) based on a negative credit/unlawful detainer report, the applicant will be informed in writing of (a) our decision; (b) the name, address and phone number of the agency which furnished the report; (c) that the decision was based wholly or partially on this report; and (d) that the applicant has a right to obtain a free copy of the report and to dispute its accuracy.
6. After employment is offered and accepted by a qualified applicant, any applicants who were interviewed but not selected as final candidates will be notified in writing that the position for which they were interviewed has been filled. Their applications will remain on file in the Human Resources Department for three years.