



Dear Applicant:

Thank you for applying for employment with ConAm Management Corporation! We hope your experience will be a positive one!

Please note that, if you are offered a position at ConAm, your offer will be contingent upon the following:

1. **Willingness to sign and comply with ConAm's Substance Abuse Policy.** If you would like to review this policy now - or at any time during the interview process - please feel free to ask for a copy from the person with whom you are interviewing.
2. **A negative drug test.** All new hires are required to submit to a drug test, at ConAm's expense. This is a hair analysis test, which detects illegal drugs which have been ingested during the previous 90 days. Drugs that can be detected include marijuana, cocaine (including crack), opiates (including heroin), amphetamine (including Ecstasy), methamphetamine, and PCP (angel dust).
3. **An acceptable criminal background report.** ConAm will request a criminal background report from a consumer reporting company. Please make sure you disclose any criminal convictions when you complete this application.
4. **If the position requires driving, an acceptable driving record and evidence of insurance coverage.**
5. **A physical exam which indicates you are able to perform the essential functions of the position for which you were hired, with or without reasonable accommodation or limitations.** A physical exam, paid for by ConAm, is only conducted for positions which require physical labor, such as maintenance directors and technicians, housekeepers, painters, groundskeepers, etc. Office personnel (community managers, assistant managers, business managers, etc.) are not required to submit a physical exam.

If you have any questions about our hiring process, please feel free to ask the person with whom you are interviewing. You may also contact ConAm's Human Resources Department in San Diego at (858) 614-7200.

Again, thank you for your interest in ConAm. Good luck!

Sincerely,

Antoinette West
Antoinette West
Vice President,
Human Resources

(You may detach this letter to keep for your records)



EMPLOYMENT APPLICATION FOR COMMUNITY POSITIONS
AN EQUAL OPPORTUNITY EMPLOYER

Application must be completed in full, even if attaching a resume.

PERSONAL DATA

Date: _____

Name: _____
Last First Middle

List name(s) you have worked under other than above: _____

Present street address: _____

Since: _____ City: _____ State: _____ Zip: _____

Phone number(s) where you can be reached:

Home phone number: (_____) _____ Other phone number: (_____) _____

E-mail address (optional): _____

How do you prefer to be contacted: [] Home Phone [] Other Phone [] E-mail

Position(s) desired: _____ Salary expected: _____ [] Full Time [] Part Time [] Temporary

How did you hear about this position? _____

Were you referred to ConAm by a current associate? If yes, please indicate employee's name:

Do you have any relatives who work for ConAm? [] Yes [] No
(Including spouse, children, siblings, parents, in-laws, cousins, nieces and nephews, aunts and uncles, and step-relatives)

If yes, please provide the following information: (Attach a second piece of paper if necessary)

Name: _____

Relationship: _____ Work location (if known): _____

Have you previously applied to, or been employed by, ConAm? [] Yes [] No

If yes, please indicate (approximately) when and where: _____

Are you currently employed? _____ When are you available? _____

Are you willing to work: Evenings? _____ Weekends? _____ Overtime? _____

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accomodation? [] Yes [] No

If necessary, please describe what type(s) of reasonable accomodation is needed: _____

Have you ever been convicted of a crime? Yes No If yes, please answer the following questions for each conviction. (If additional space is needed, please attach a separate sheet of paper.)

Misdemeanor Felony Unknown Convicted for: _____

(Approximate) date of conviction: _____

Were you required to serve time in jail? Yes No If yes, how long: from _____ to _____.

A conviction will not necessarily disqualify an applicant from employment. The company will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which the applicant is applying. (You are not required to disclose marijuana-related offenses more than two years old.) Please note that failure to disclose a conviction is normally grounds for an offer of employment to be revoked by ConAm.

Have you ever been discharged from a job? Yes No If yes, please answer the following questions:

Name of Company: _____

Reason for termination: _____

If hired, can you present evidence of or proof of legal authorization to work in the United States? Yes No

If position requires driving, are you able to provide a valid driver's license and proof of insurance? Yes No

If the position requires you to live on site, would you be willing and able to do so? Yes No

EDUCATION

	Name and Location	Graduated? Yes/No	Number of Years Completed	Course or Major	Diploma / Degree
High School					
College					
Other					

Have you completed any special course and/or training that would enable you to perform the position for which you are applying? _____

Do you have any special skills applicable to the job for which you are applying? _____

EMPLOYMENT HISTORY

PLEASE READ:

Beginning with your current employer (if employed), list your employment history for the last ten years, including U.S. military service. Account for all time during this period. Attach a second piece of paper if necessary. **This information must be provided, even if a personal resume is attached.**

Explain any gaps in employment history, and please be sure to explain your reason for leaving in detail.

Please explain gap in employment history if you are not currently employed: _____

HISTORY #1 - CURRENT OR MOST RECENT EMPLOYER

Employment Dates				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Present / most recent employer and complete address:			Job Title:	
From		To					Duties:	
Mo.	Yr.	Mo.	Yr.					
				Direct Supervisor: Title: Phone Number: ()				
Salary Starting				Reason for leaving:				
Ending								

Please explain if there is a gap in employment history between #1(Current or recent employer) and History #2: _____

HISTORY #2

Employment Dates				Name of employer and complete address:			Job Title:	
From		To					Duties:	
Mo.	Yr.	Mo.	Yr.					
				Direct Supervisor: Title: Phone Number: ()				
Salary Starting				Reason for leaving:				
Ending								

Please explain if there is a gap in employment history between #2 and #3: _____

HISTORY #3

Employment Dates				Name of employer and complete address:			Job Title:	
From		To					Duties:	
Mo.	Yr.	Mo.	Yr.					
				Direct Supervisor: Title: Phone Number: ()				
Salary Starting				Reason for leaving:				
Ending								

Please explain if there is a gap in employment history between #3 and #4: _____

HISTORY #4

Employment Dates				Name of employer and complete address:			Job Title:	
From		To					Duties:	
Mo.	Yr.	Mo.	Yr.					
				Direct Supervisor: Title: Phone Number: ()				
Salary Starting				Reason for leaving:				
Ending								

APPLICANT TO READ AND SIGN

You understand and agree that:

1. Any material misrepresentations or deliberate failure to respond to an inquiry on your application may be justification for refusal of employment or, if employed, termination of employment.
2. If you qualify for an open position at ConAm, we will make a thorough investigation of your work history and verify all responses given in your application for employment, related papers, or oral interviews. By signing below, you authorize us to obtain and request any and all information for the purpose of such investigation, and you release from liability any person, government agency or previous employers from giving or receiving any such information. You understand that falsification of any responses given in your application for employment or other derogatory information or undisclosed criminal conviction(s) discovered as a result of this investigation, may prevent you from being hired, or if hired, may subject you to termination.
3. If hired, you understand that your employment will be "at-will". This means you may be terminated at any time with or without cause or previous notice. You understand that, if you are employed, such employment is for an indefinite period of time and that ConAm reserves the right to change wages, benefits, title or position and conditions.

You have read, understand and agree to the above.

Date: _____ Signature of Applicant: _____



Corporate Office: 3990 Ruffin Road, Suite 100, San Diego, CA 92123

(858) 614-7200