

PLEASE READ BEFORE COMPLETING
APPLICATION

- A CRIMINAL BACKGROUND IS DONE AS PART OF PRE-EMPLOYMENT PLEASE WRITE DOWN ANY CRIMINAL CONVICTIONS ON THE APPLICATION. ANYTHING NOT WRITTEN DOWN WILL FORCE CONAM TO REVOKE ANY OFFERS
- A HAIR ANALYSIS DRUG TEST WILL BE DONE AS PART OF PRE-EMPLOYMENT. THIS TEST GOES BACK 90 DAYS. IF ANY DRUG IS DETECTED CONAM IS FORCED TO REVOKE AN OFFER.



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.

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)



ConAmJobs.com
Job# _____

EMPLOYMENT APPLICATION AN EQUAL OPPORTUNITY EMPLOYER

This application for employment is good for 60 days only.
Consideration for employment after 60 days requires a new application.

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

PERSONAL DATA

Name: _____ Date: _____
Last First Middle

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

Present street address: _____

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

Phone number(s) where you can be reached:

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

E-mail address (if applicable): _____

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

How were you referred to ConAm? _____

Were you referred to ConAm by a current employee? Yes / No

If so, note the employee's name: _____

Do you have any relatives who work for ConAm? Yes No

If yes, please list their name(s) and where they work: _____

Have you ever applied to, or been employed by, ConAm? Yes No

If yes, please indicate when and where: _____

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

Would you be willing to relocate within the state? _____ Out of state? _____

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 accommodation? Yes No

If necessary, please describe what type(s) of reasonable accommodation are needed: _____

Have you ever been convicted of a crime? Yes No If yes, please indicate date (approximate) of conviction(s), type(s) of conviction(s), and penalty: _____

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. (Do not include any marijuana-related offense 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 CarArm.

Have you ever been discharged from a job? Yes No If yes, please explain: _____

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

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 courses 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.

HISTORY #1

Employment Dates				May we contact the employer listed below? <input type="checkbox"/> Yes <input type="checkbox"/> No			Job Title:	
Present / past employer and complete address:							Duties:	
From		To						
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 and #2: _____

HISTORY #2

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

Please sign on the following page.

APPLICANT TO READ AND SIGN

I understand and agree that:

1. Any material misrepresentations or deliberate failure to respond to an inquiry on my application may be justification for refusal of – or, if employed, termination from – employment.
2. ConAm Management Corporation will make a thorough investigation of my work history and verify all responses given in my application for employment, related papers, or oral interviews. I also authorize ConAm to obtain and request any and all information for the purpose of such investigation, and I release from liability any person, government agency or previous employers from giving or receiving any such information. I understand that falsification of any responses given in my application for employment or other derogatory information or undisclosed criminal conviction(s) discovered as a result of this investigation, may prevent me from being hired, or if hired, may subject me to immediate termination.
3. I have read and understand the contents of the State and Federal employment laws as shown to me, either on posters or in a binder format.
4. If I receive an offer of employment from ConAm, I understand that it is contingent upon the following:
 - my willingness to sign and comply with ConAm's Substance Abuse Policy
 - a negative drug test
 - an acceptable criminal background report (ConAm will request a criminal background report from a consumer reporting company)
 - a physical exam, paid for by ConAm, which indicates you are able to perform the essential functions of the position for which you are hired, with or without reasonable accommodation or limitations, for positions that require physical labor such as: maintenance directors and technicians, housekeepers, painters and groundskeepers.
 - and, if the position requires business driving, a driving record which meets ConAm's driving standards, a current and valid drivers license, and evidence of insurance coverage.
5. If hired, I understand that my employment is at-will and that I may be terminated at any time with or without cause or any previous notice. I understand that, if I am employed, such employment is for an indefinite period of time and that ConAm may change wages, benefits, title or position and conditions at any time.

I 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

THIS PAGE FOR OFFICE USE ONLY

APPLICANT'S NAME: _____
Last First Middle

WE REQUIRE A MINIMUM OF TWO THOROUGH REFERENCES.

Reference #1: Company name: _____ Phone number: _____

Name of person spoken to: _____ Date contacted: _____

Relationship to applicant (ex. direct supervisor): _____

Verify the following: Date of hire: _____ Date of Termination: _____

Position: _____ Salary: _____ Reason for leaving: _____

Is the applicant eligible for rehire? Yes No If no, please explain: _____

Was the applicant's attendance satisfactory? Yes No If no, please explain: _____

On a scale of 1 to 10 (10 being the best) how would you rate the applicant's:

Dependability: _____ Punctuality: _____ Attendance: _____

Honesty: _____ Conduct: _____ Overall performance: _____

Provide detailed information in regard to the following:

Describe applicant's ability and work performance: _____

Describe applicant's job knowledge: _____

Describe applicant's interaction with co-workers and/or with residents: _____

Describe applicant's professional strengths: _____

List areas in which you would have liked to see the applicant improve: _____

Reference checked by: _____ Date: _____

Name (please print) Title

Signature: _____

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