



Successful candidates must pass a Drug Test and a Criminal Background Test.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for initials and signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non job-related information.

Job Applied for _____ Today's Date _____

Are you seeking: Full-time Part-time Temporary employment? When could you start work? _____

_____	_____	_____	_____
Last Name	First Name	Middle Name	Telephone Number
_____	_____	_____	_____
Present Street Address	City	State	Zip Code

How long have you lived at your present address? _____ years _____ months (If under 5 years, list former addresses)

_____	_____	_____	From _____	to _____
City	State	Zip Code		
_____	_____	_____	From _____	to _____
City	State	Zip Code		
_____	_____	_____	From _____	to _____
City	State	Zip Code		

Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age.) Yes No

Social Security # _____ If hired, can you furnish proof you are eligible to work in the U.S.? Yes No

- Have you ever applied here before? Yes No If yes, when? _____
- Were you ever employed here? Yes No If yes, when? _____
- What is your expected pay? _____ How did you hear about this position? _____
- Can you perform all essential job functions with reasonable accommodation? Yes No
- How many days of work have you missed during the past year? (Exclude absences due to disability or those covered by FMLA.) _____
- Have you ever been convicted of a Felony? Yes No
- Have you ever been convicted for any type of theft, fraud, drugs, weapons or violent crime? Yes No
- If yes, on a separate sheet of paper, identify the crime for which you were convicted, date of conviction, and the court. Please provide any details you feel are relevant.
- Do you have a valid driver's license and insurance? Yes No
- Driver's License Number _____
- Have you had your driver's license suspended or revoked in the last 3 years? Yes No
- If yes, on a separate sheet of paper, please provide any details you feel are relevant.
- CTL Management or Focus Commercial Applicants Only
- If necessary, are you able and willing to live at the community where you will be assigned? Yes No
- The position you are applying for may require both weekends (Saturday and Sunday) and some holiday work. If necessary, will you be able to meet this job requirement? Yes No
- Have you ever been evicted from a residence or do you owe any unpaid debt to a Landlord? Yes No
- We have set shifts, mark all that you are able to work: 8am to 5pm 9am to 6 pm 10am to 7pm Any

List names of employers in consecutive order with present or most recent employer listed first. Account for all periods of time during the past five years, including military service and any periods of unemployment. If self-employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

NAME OF EMPLOYER		JOB TITLE	
ADDRESS		START DATE	END DATE
CITY, STATE, ZIP CODE		PAY: START \$	FINAL \$
SUPERVISOR	TELEPHONE	REASON FOR LEAVING	
NAME OF EMPLOYER		JOB TITLE	
ADDRESS		START DATE	END DATE
CITY, STATE, ZIP CODE		PAY: START \$	FINAL \$
SUPERVISOR	TELEPHONE	REASON FOR LEAVING	
NAME OF EMPLOYER		JOB TITLE	
ADDRESS		START DATE	END DATE
CITY, STATE, ZIP CODE		PAY: START \$	FINAL \$
SUPERVISOR	TELEPHONE	REASON FOR LEAVING	
NAME OF EMPLOYER		JOB TITLE	
ADDRESS		START DATE	END DATE
CITY, STATE, ZIP CODE		PAY: START \$	FINAL \$
SUPERVISOR	TELEPHONE	REASON FOR LEAVING	

Have you worked or attended school under any other name? Yes No
 If yes, list names: _____

Are you presently employed? Yes No
 If yes, whom do you suggest we contact? _____

Have you ever been fired from a job or been asked to resign? Yes No
 If yes, please explain: _____

List three references, not relatives or former employers.

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you served in the armed forces? Yes No
 If yes, list dates: From _____ to _____

If yes, did you receive an Honorable Discharge? Yes No
 If no, please state why _____

LIST NAME AND ADDRESS OF SCHOOLS ATTENDED	GPA	Number of Years Completed	Diploma/ Degree/ Certificate	Subjects Studied
High School or GED: _____				
College or University: _____				
Vocation or Technical: _____				

SKILLS: (Please check all that apply.)

Typing Speed _____ WPM Adding Machine _____ (SPM) By touch? Yes No

Computer Skills: Word WordPerfect Excel Access Windows (Version _____) Internet Outlook
 Outlook Express Yardi _____ Programming Other _____

Maintenance Skills: Painting Plumbing Electrical Landscaping Irrigation Siding Sub floor Vinyl
 Appliances Roof Repairs Pool / Spa HVAC Locks / Keys Construction / Drywall
Do you own your own tools? Yes No

The application will be given every consideration, but its receipt does not imply that the applicant will be employed. This application will only be considered active for forty-five (45) days. The company, at its own expense, arranges for a bond for each of its employees.

The Randall Group is an equal opportunity employer whose practices comply with the guidelines of the Equal Employment Opportunity Commission and the Americans with Disabilities Act. All applicants for employment are considered without regard to color, race, religion, national origin, sex, age or disability.

ACKNOWLEDGEMENT

PLEASE READ BEFORE SIGNING. If you have any questions regarding these statements, please ask the employment interviewer before signing.

BINDING ARBITRATION

I understand that if any dispute arises out of this application for employment or during employment at The Randall Group, whether such dispute is based on a statutory claim or has any other basis, it is subject to this paragraph. If said dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation under the Commercial Mediation Rules of the American Arbitration Association or the Arbitration Service of Portland, Inc.. If the dispute cannot be resolved through mediation then it shall be submitted to final and binding arbitration pursuant to the Rules of the American Arbitration Association or the Arbitration Service of Portland, Inc. or such other similar independent public arbitration service that is designed to provide a fair and impartial arbitration process as the Randall Group shall select. Arbitration proceedings may be held in Multnomah County, in the State of Oregon. The damages recoverable shall be limited to actual damages suffered or the extent required by law. The arbitrator may not award damages for "pain and suffering", "emotional distress" or punitive damages or their equivalent. Each party shall bear its own costs and attorney fees. All costs of arbitration shall be shared equally by the parties. In the event that any provision set forth herein is found not to be enforceable, it shall be severed and of no further force and effect. The remaining terms and conditions shall be enforced in accordance with their terms. **(Please Initial here _____)**

DRUG TEST

I understand that my employment is contingent upon passing a drug screening test done by a state licensed medical facility selected by the company. Test failures will be cause for rejection for employment. In the event that such tests cannot be provided prior to my scheduled hire date, I will be considered a probationary employee until the results from the tests are known by the company. **(Please Initial here _____)**

CRIMINAL BACKGROUND & CREDIT CHECK

If the company so decides, I authorize the company to conduct a criminal background check and/or engage an investigative consumer-reporting agency to report on my credit history. If a report is obtained, the company must provide, at my written request, the name and address of the agency, so I may obtain from them the nature and substance of the information contained in the report. I release from all liability any persons or employer supplying such information. I also release Randall Group from all liability, which might result from making the investigation. **(Please Initial here _____)**

INFORMATION IS CORRECT

I certify that the facts and information set forth in this application, in any attachments or supporting documents, and in any interviews are (or will be) true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omissions, will be cause for denial of employment or immediate termination, regardless of when or how discovered. I authorize investigation of all information provided during the application process and references listed above to give the Company any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release from all liability or responsibility this Company, its agents and all persons, companies or corporations providing information to the Company about me. **(Please Initial here _____)**

EMPLOYMENT AT WILL

I understand that, if hired, I or the company can terminate my employment with or without notice at any time for any reason. I also understand that no management official is authorized to make any oral assurance or promise of continued employment and that any such pledge of agreement must be in writing and signed by the President of the company. If I am employed by the Company, I will comply with all work-related requirements set forth by the Company. **(Please Initial here _____)**

SIGNATURE _____ DATE: _____

(Application not valid if unsigned)

Supplemental Questions

Please answer each of the following questions:

Please describe a time when you were part of a team. What do you believe contributed to you all working together successfully or unsuccessfully?

Provide an example of a time when you faced a challenge at work and found a creative solution.

What can you do to better yourself on a daily basis? In addition, how can you motivate your fellow employees towards improvement?

Provide an example of a particularly difficult assignment or project. What was your role? What did you do?

Under what circumstances are you willing to break a rule or lower a work standard? Can you think of an example?

Describe a time when you went "above & beyond" the responsibilities of your position. Why did you do it? What was the benefit to you?

How do you feel about someone not doing his or her fair share of the work?

Who is responsible for your safety?