

# APPLICATION FOR EMPLOYMENT

## FORESITE REAL ESTATE, INC

As part of the application process, employer may conduct background checks on applicants.

**EQUAL OPPORTUNITY EMPLOYER.** It is our policy to abide by all federal, state and local laws prohibiting employment discrimination solely on the basis of a person's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition (including, but not limited to, cancer related or HIV related), marital status, sex, gender (including sex stereotyping), age, sexual orientation, military status, or any other protected status except where a reasonable, bona fide occupational qualification exists.

<b>— PLEASE TYPE OR PRINT IN INK —</b>			Today's Date	
Name			Social Security Number	
Address			How Long?	
City			State	Zip Code
Daytime Telephone (     )	Home Telephone (     )	E-mail Address		
Position for which you are applying				
Check the following options you would consider <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		If part time, specify hours or days		What is your minimum salary requirement?
Do you have any commitments to another employer that might affect your employment with us?			Date available for work	

### EDUCATION & TRAINING

	SCHOOL NAME	CITY AND STATE	DEGREE/DIPLOMA MAJOR COURSE OF STUDY	DEGREE RECEIVED?
High School/GED				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No

List any other education, training, special skills or certificates/licenses that you possess related to the job.

Professional License/ Certification #	Professional License/ Certification Type	Issuing Agency	State Issued	Expiration Date
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List any machines, equipment or software programs on which you are qualified and experienced in operating.

List any languages that you speak fluently:

Read/write:

If you are applying for a position which involves driving a motor vehicle in the course and scope of the employment duties, please indicate whether you have a valid driver's license in this state.

Military Experience? ☐ Yes ☐ No If Yes, what branch?

Rank at separation

**EMPLOYMENT HISTORY****APPLICANT NAME** \_\_\_\_\_

List all work experience beginning with the present or most recent job (use back of application, if necessary).

Name of Employer		Type of Business	
Address	City	State	Zip Code
Dates Employed From (month/year) – To (month/year)		Title	
Name and Title of Supervisor		Telephone Number (      )	
May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
Brief Description of Duties			
Reason for Leaving		Last Salary \$	

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May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	
Brief Description of Duties			
Reason for Leaving		Last Salary \$	

**BUSINESS REFERENCES****APPLICANT NAME** \_\_\_\_\_

(List three individuals, in addition to listed employment references, known to you for at least three years.)

NAME	OCCUPATION / ASSOCIATION	TELEPHONE
1.		(     )
2.		(     )
3.		(     )

**ADDITIONAL INFORMATION**

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, honors received, etc. (You may omit all information that would indicate age, sex, sexual orientation, race, religion, color, national origin, or disability.)

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**CRIMINAL RECORD INFORMATION****All Applicants:** Exclude any records expunged, annulled, sealed, or discharged under first-offender law.

**Massachusetts Applicants:** An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances, or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. The applicant may exclude a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace. The applicant may exclude any convictions of misdemeanors which are more than five years old.

**California Applicants:** You may exclude misdemeanor marijuana convictions if such convictions are more than two years old and you may also exclude referrals to and participation in pre and post trial diversion programs.

**Hawaii Applicants:** Do NOT answer the criminal record questions.

Except as provided above, during the past ten years, have you ever been convicted of, plead guilty to, or received probation, deferred adjudication, or any other type of alternative method of supervision or correction for a misdemeanor, having a penalty of imprisonment or a fine of more than \$500, or a felony? (Answering Yes is not an automatic bar to employment but will be considered in relation to specific job requirements.)

☐ Yes ☐ No

If Yes, explain:

Have you been convicted of a crime (exclude minor traffic cases; include DUIs)?

If yes, describe:

☐ Yes ☐ No

Are criminal charges now pending against you? CA applicants should only answer this question if you are currently out on bail or out on your own recognizance pending trial.

If yes, describe:

☐ Yes ☐ No



**AGREEMENT (Please read the following statement carefully.) APPLICANT NAME \_\_\_\_\_**

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize all persons listed above (and on the accompanying resume, if any) to give Foresite Real Estate, Inc. any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and Foresite Real Estate, Inc., from liability for any damage that may result from furnishing same to Foresite Real Estate, Inc..

If employed by Foresite Real Estate, Inc., I agree to abide by the policies and procedures of Foresite Real Estate, Inc., which include Foresite Real Estate, Inc.'s Anti-Harassment Policy. I further understand that my employment can be terminated, with or without cause or notice, at any time, at the discretion of Foresite Real Estate, Inc. or myself. I further understand that no manager or representative of Foresite Real Estate, Inc. other than the president of Foresite Real Estate, Inc. has any authority to enter into any agreement, oral or written, on behalf of Foresite Real Estate, Inc. for a term of employment or to make any assurance or promise of continued employment.

I understand that Foresite Real Estate, Inc. may obtain a consumer and/or investigative consumer report for employment purposes that may include information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The report may also contain a records check of driving, criminal, credit, education, degrees, professional licenses and/or certification records as well as drug screening, depending on the position. By signing this application, I authorize the procurement of a consumer and/or investigative consumer report by Foresite Real Estate, Inc. as part of the pre-employment background investigation and if hired, at any time during my employment.

If I am offered employment or start work before any required test is completed, my employment is contingent on a satisfactory result on all required tests.

If offered employment or start work before any required test is completed, my employment is contingent on a satisfactory result on all required tests. I understand and agree that I may be required to take a drug and alcohol screening test. I hereby give my voluntary consent for a blood and/or urine sample to be collected from me and submitted for testing. I also consent to the release of the test result to Foresite Real Estate, Inc. for its use. I understand that any positive drug or alcohol result may preclude my employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Hi! Thank you for taking the time to complete the application process!  
We would love to get to know you better! Please fill out the questions  
below and submit with your application.

Thank you,  
The Foresite Team

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1. What interested you in this opportunity?

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2. What are your two greatest accomplishments?

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3. What is your biggest weakness?

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4. Biggest obstacle you have overcome this year?

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5. Top three things that motivate you?

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6. How do you start your day?

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7. Who are two important influences in your life?

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8. What salary do you expect this position to pay?

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9. Are you currently employed and if yes, what is your soonest availability?

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