

APPLICATION FOR EMPLOYMENT

Torrey Pines Property Management - La Jolla California

Return to: Torrey Pines
 Property Management - HR Dept
 PO Box 2306
 La Jolla CA 92038

Resume **CANNOT** substitute for completion of all parts of application.

Position Applied For: _____ Application Date: _____

1. Personal History

	List other names you have used if needed for verification of employment or education record.
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Name _____

Address _____ Home Phone: (____) ____ - _____

City _____ State _____ Zip Code _____ Cell Phone: (____) ____ - _____

Social Security No. _____ - ____ - ____ Email: _____

2. Education

A. High School

Name of High School or GED Issuer	City	State	Did you Graduate?	
			Yes	No

Years Completed 1 2 3 4 5 6 7 8 9 10 11 **12** (Circle Highest Grade)

B. College or University

Name of College and Location	Subject		Number of Years Attended	Degree Received
	Major	Minor		

C. Other Training

Name and Address of School	Study or Specialization	From	To

3. Employment History

List last 10 years of employment history starting with your present or most recent position. Include all relevant paid, non-paid, volunteer, and military experience. List promotions as separate jobs. Resume **CANNOT** substitute for completion of this page. May we contact your current employer? Yes No

Name and Address of Employer		Dates Employed From Month/Yr To Month/Yr
Exact title of your position	Name of Immediate Supervisor _____	Reason for Leaving
Area Code - Number		

Description of work:

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Area Code - Number		

Description of work:

Attach additional sheets or continue on back of this page if necessary.

4. Military Record

Have you ever served on active duty in the armed forces of the United States? Yes No

Type of Discharge: Dates of Active Duty (Month, Day, Year)

From: To:

Member of Reserve? Yes No Active Inactive

5. Membership in Organizations

Are you or have you been a member in professional organizations related to the position applied for?
Yes No. If yes, list below.

Name	City and State	Former	Present	If present, list position and extent of activity

6. Relatives

Do you have any friends and/or relatives employed by the TPPM? Yes No.
If yes, list names, relationship, position and department.

Name(s)	Relationship	Position	Department

7. Physical Data

Having read the job description, are you able to perform all essential elements of the position? Yes No
If no, explain below.

8. Skills (Complete ONLY if related to the position applied for)

- A. Do you have a valid driver's license? Yes No State of Issue _____
- B. What class license do you have? A B C
- C. Is your license Commercial Non-Commercial
- D. Drivers License Number(s) _____
- E. Insurance carrier / policy number _____

List any special qualifications, skills or licenses you hold relevant to the position for which you are applying which are not covered elsewhere in this application, to include office equipment, construction equipment and language skills.

9. Other References

Other references not listed in employment history.

Years known	Complete Name (Last, First, Middle)	Indicate Business or Home Address	Telephone Number	Business or Occupation

10. Prior Employment with Torrey Pines Property Management

Have you ever applied for employment before? _____ Yes _____ No

If yes, what position (s)? _____ When _____

Have you ever been employed by Torrey Pines Property Management before? _____ Yes _____ No

If yes, what position(s)? _____

Dates of prior employment _____ to _____

Reason for leaving _____

11. Polygraph Law

UNDER CALIFORNIA LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT ANY INDIVIDUAL SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST. I ACKNOWLEDGE HAVING READ THE NOTICE ABOVE:

SIGNATURE _____.

12. Personal Declarations

1. Within the last five years, have you been fired for any reason? _____ Yes _____ No
If "Yes", give details on Page 6 of this application.

2. Within the last five years, have you quit a job after being notified that you would be fired? _____ Yes _____ No
If "Yes", give details on Page 6 of this application.

A. UNDER THE IMMIGRATION CONTROL ACT OF 1986, AN EMPLOYER IS REQUIRED TO HIRE ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS. APPLICANTS WHO ARE SELECTED FOR EMPLOYMENT WILL BE REQUIRED TO SHOW AND VERIFY AUTHORIZATION TO WORK IN THE UNITED STATES, WITHIN THREE (3) DAYS OF BEGINNING WORK.

B. Acceptance of this application is not intended to create or imply a contractual relationship. If hired, I understand I will be required to serve a probationary period during which time my job performance and conduct will be evaluated, and that my employment may be terminated if either performance or conduct is unsatisfactory. I also understand that all benefits of employment are subject to change with or without notice.

C. I authorize investigation of all statements contained in this application for employment. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work.

D. I certify that every answer and statement that I have made in this application is true and complete to the best of my knowledge.

Applicant's Signature

Date

Torrey Pines Property Management, Inc. considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, non-disqualifying physical or mental handicap, personal appearance, political opinion, sexual orientation, labor organization affiliation, or any other legally protected status.

**EEO/AFFIRMATIVE ACTION DATA
VOLUNTARY SURVEY**

Torrey Pines Property Management, Inc applies the principles of affirmative action to help ensure equal employment opportunity in its hiring practices. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, non-disqualifying physical or mental handicap, personal appearance, political opinion, sexual orientation, labor organization affiliation, or any other legally protected status. We are asking you to voluntarily help us monitor the effectiveness of our recruitment efforts by completing this form. The information is for statistical purposes only and will be filed separately from your application.

Position Applied For _____ Date _____

Name _____
Last First Middle

Street Address _____

City _____ State _____ Zip Code _____

Birth Date _____ Sex: ___ Male ___ Female
Month Day Year

Ethnic Origin (please check one)

___ White (Not Hispanic or Latino) ___ Asian or Pacific Islander
___ Black (Not Hispanic or Latino) ___ American Indian or Alaskan Native
___ Hispanic or Latino ___ More than one Race or Ethnicity

Handicapped: ___ Yes ___ No

Describe handicapping condition _____
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Veteran of Vietnam Era 1962-1975 ___ Yes ___ No

How did you learn of this job for which you are applying?

___ Walk-in ___ Newspaper Advertisement _____
Name of paper

___ From a City Employee Other _____