

## **EMPLOYMENT APPLICATION**

We appreciate the opportunity to review your qualifications for employment with Sequoia. So that we can thoroughly consider your special skills and abilities, we would appreciate your completion of our Employment Application. This employment application will only be valid for 30 days from the date of the application. If you wish to be considered for employment subsequent to that date, a new application must be completed.

Thank You

## **CONVICTION INFORMATION**

The laws for use of this information vary by state. In many states, you cannot inquire about conviction information unless it relates specifically to the position applied for.

State specific differences are noted below. Please review the information for your state and contact Human Resources for further guidance.

Colorado, Minnesota, Missouri, New Hampshire, Ohio, South Dakota, Utah, Washington, and West Virginia: Conviction inquiry must be substantially job-related.

Hawaii: Conviction inquiry must bear rational relationship to the duties of the position AND can only take place after a conditional offer of employment has been extended.

Kansas: Conviction information requested must have reasonable bearing on the applicant's trustworthiness or safety and well-being of employers, employees or customers AND the inquiry must be job-related.

New York: In certain cases, you cannot deny employment based upon prior conviction. State law requires you to give written statement explaining denial of employment based upon conviction record within 30 days of applicant request.

(PLEASE PRINT AND COMPLETELY ANSWER ALL QUESTIONS)

Sequoia Real Estate fully subscribe to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, disability, or any other basis prohibited by federal, state or local law. In accordance with requirements of the Americans With Disabilities Act, it is our policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment. As Equal Opportunity Employers, we intend to comply fully with applicable federal and State employment laws and the information requested on this application will only be used for purposes consistent with those laws. Applications are only accepted for positions currently available and will only be considered for thirty (30) days from today's date or until the position applied for is filled, whichever first occurs.

POSITION APPLIED FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONAL DATA:

Salary expectations: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip Code \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

If you are under 18 years of age, please specify your age here \_\_\_\_\_. This information will be used only for child labor law purposes.

Are there any days, shifts or hours you will not work? \_\_\_\_\_ If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Are you available for out of town work? \_\_\_\_\_ Will you work overtime, if required? \_\_\_\_\_

When will you be able to start work? \_\_\_\_\_

Have you taken any illegal drugs in the last 30 days? \_\_\_\_\_

Have you ever been a defendant in a civil action for an intentional tort (intentional commission of a wrongful act)? Yes  No

Note: Answering "yes" does not automatically exclude you from further consideration for the position.

If yes, include nature of the intentional tort and the disposition of the action:

\_\_\_\_\_  
\_\_\_\_\_

How did you learn of our Company? \_\_\_\_\_

If referral, who were you referred by? \_\_\_\_\_

Have you ever applied or worked here before? Yes  No   
If yes, provide dates: \_\_\_\_\_

Are you legally authorized to work in the United States? Yes  No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?  
Yes  No

Note: The Federal Immigration and Reform and Control Act of 1986 requires that a DHS Employment Eligibility Verification "Form I-9" be completed for every new hire and that within three business days of beginning work every new hire must present to the employer documentation establishing his/her identity and authorization to work. This federal requirement must be satisfied as a condition of employment.

DRIVING RECORD (Answer only if driving is a requirement of the job for which you are applying)

Do you have a valid driver's license? Yes  No

State \_\_\_\_\_ License No.: \_\_\_\_\_

Have you had any tickets? Yes  No

If yes, please explain: \_\_\_\_\_

Has your license ever been suspended or revoked? Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**RESIDENCES:** (Please provide your addresses of residence for the past seven years beginning with the most recent address.)

Street Address	City, State and Zip Code	From	To

**EDUCATION:** (May or may not be considered depending on job applied for.)

Describe any educational degrees, skills, training or experience you believe are relevant to the job applied for:

Name, City and State of Educational Institution	Graduated	If no Degree, Credits earned	Type of Degree Grade Point Received or Expected	GPA
<u>High School</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> Year: _____			
<u>College or University</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> Year: _____			
<u>Technical/GED</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> Year: _____			
<u>Licenses</u> <u>Certifications</u> <u>Other</u>	Yes <input type="checkbox"/> No <input type="checkbox"/> Year: _____			

**MILITARY SERVICE:** (Complete only if you served in the military)

Branch of Service: \_\_\_\_\_

Number of Years/Months of Service: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Date of Discharge: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Describe any military skills, training or experience you believe are relevant to the job applied for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY:

(Please complete for all full-time or part-time employment beginning with most recent employer. You may include as part of your employment history any verified work performed on a volunteer basis.)

Company Name

Tel #

Address				Dates Employed	From	To
Name of Supervisor	May we contact?	Yes	No	Rate of Pay	Start	Last
State job titles and describe job duties				Reason For Leaving		

Company Name

Tel #

Address				Dates Employed	From	To
Name of Supervisor	May we contact?	Yes	No	Rate of Pay	Start	Last
State job titles and describe job duties				Reason For Leaving		

Company Name

Tel #

Address				Dates Employed	From	To
Name of Supervisor	May we contact?	Yes	No	Rate of Pay	Start	Last
State job titles and describe job duties				Reason For Leaving		

Company Name

Tel #

Address				Dates Employed	From	To
Name of Supervisor	May we contact?	Yes	No	Rate of Pay	Start	Last
State job titles and describe job duties				Reason For Leaving		

**REFERENCES:** (Please list three persons not related to you who know your qualifications.)

NAME ADDRESS PHONE RELATIONSHIP

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Please explain any gaps in your employment history.

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Have you ever been discharged or forced to resign? Yes  No

If yes, explain: \_\_\_\_\_

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Did you receive any discipline in the last 12 months of active employment? Yes  No

If yes, please explain: \_\_\_\_\_

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Were you given a performance evaluation within the last 12 months of active employment? Yes  No

If yes, what was the range of scores used and what was your score? \_\_\_\_\_

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Have you signed any non-compete or non-solicit agreement with any other employer that might restrict you from working for this company? Yes  No

If yes, please explain: \_\_\_\_\_

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(You may be required to furnish a copy of the agreement)

# CRIMINAL RECORD INFORMATION

**All Applicants:** You must answer all four questions below. When answering the following questions, you may exclude any records expunged, annulled, sealed, discharged, dismissed, erased under first-offender law or otherwise eradicated by statute or court order. You may also exclude a first conviction for any of the following misdemeanors; drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.

A criminal conviction will not necessarily be a bar to employment but will be considered in relation to specific job requirements.

**California Applicants:** When answering questions #1 through #4 below, you need not identify any conviction for a marijuana-related offense if the conviction is more than two years old, or any information pertaining to referral to and participation in any pre-trial or post-trial diversion program.

a. Have you ever been convicted of a crime that has not been annulled by a court?    Yes                       No

Date of Conviction: \_\_\_\_\_

b. Have you been convicted within the last seven years of any of the following crimes that have not been annulled by a court: misappropriation of funds, embezzlement, or similar for other dishonest conduct; or an offense involving the use of a weapon; for burglary, robbery, breaking and entering or theft; or physical assault or other violent crime?

Yes                       No

Date of Conviction: \_\_\_\_\_

c. Have you been convicted of or completed a period of incarceration within the past five years for any misdemeanor that has not been annulled by a court?

Yes                       No

Date of Conviction: \_\_\_\_\_

1. Have you been convicted of a felony within the last seven years?                      Yes                       No

Date of Conviction: \_\_\_\_\_

2. Have you been convicted within the last seven years of misappropriation of funds, embezzlement, or similar for other dishonest conduct; or an offense involving the use of a weapon; for burglary, robbery, breaking and entering or theft; or physical assault or other violent crime?

Yes                       No

3. Have you been convicted of or completed a period of incarceration within the past five years for any misdemeanor?

Yes                       No

If the answer to the above question is "yes", please state whether you were convicted more than five years ago for any offense?

Yes                       No

4. A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe your criminal conviction(s) including penalty(ies) imposed, listing the nature of your offense(s), and your rehabilitation since the conviction(s).

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**Note:** Answering "yes" does not automatically exclude you from further consideration for the position. If yes, include nature of the intentional tort and the disposition of the action: \_\_\_\_\_

## APPLICANT'S ACKNOWLEDGMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers in any application document may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts in any application document may be cause for my dismissal at any time without prior notice. I consent to and authorize Sequoia to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools and personal references to give Sequoia (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive any actions which I may have against either party(ies) for providing a good faith reference.

I EXPRESSLY AGREE AND UNDERSTAND THAT, IF EMPLOYED, MY EMPLOYMENT IS NOT FOR A SPECIFIC TERM, IS BASED ON MUTUAL CONSENT AND MAY BE TERMINATED BY ME OR MY EMPLOYER(S) WITH OR WITHOUT NOTICE OR CAUSE AT ANY TIME. I FURTHER UNDERSTAND THAT NO ORAL PROMISE, EMPLOYER(S) POLICY, CUSTOM, BUSINESS PRACTICE OR OTHER PROCEDURE (INCLUDING THE BASIC EMPLOYMENT POLICIES, PERSONNEL HANDBOOK OR ANY PERSONNEL MANUALS) CONSTITUTE AN EMPLOYMENT CONTRACT OR MODIFICATION OF THE AT-WILL EMPLOYMENT RELATIONSHIP BY ME AND THE EMPLOYER(S). I ALSO UNDERSTAND THAT THIS ASPECT OF MY EMPLOYMENT MAY NOT CHANGE ABSENT AN INDIVIDUAL WRITTEN AGREEMENT SIGNED BY BOTH ME AND SEQUOIA.

I understand that applicants for certain positions may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests; take a driver's examination; submit to a background investigation; take a pre-employment drug test. 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. I authorize Sequoia to release the results of background checks (if any) and my pre-employment drug/alcohol test (if any), any information on this application and any relevant information about me to each other, and release Sequoia from any and all claims related to the lawful release of this information. I further authorize the release of any background check results of any drug/alcohol test to any state or federal authority requesting such information and in response to a valid subpoena or other legal document.

I acknowledge that this application will remain active for 30 days from this date. If I have not heard from Sequoia at the conclusion of this 30-day period, it is my responsibility to complete a new application if I still wish to be considered for employment.

**CALIFORNIA APPLICANTS ONLY:** I understand Sequoia may obtain, without using the services of a third-party investigative consumer reporting agency, public records pertaining to my character, general reputation, personal characteristics or mode of living during its evaluation of my application for employment and, if employed, during my employment. By checking the following box, I waive my right to receive copies of public records obtained by Sequoia.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_