

S.B.
ASHLEY

Management Corporation

APPLICATION FOR EMPLOYMENT

PLEASE READ BEFORE FILLING OUT APPLICATION

We appreciate your interest in S.B. Ashley Management Corporation. S.B. Ashley Management Corporation offers equal opportunities to all persons without regard to race, color, religion, sex, disability, national origin, ancestry, citizenship, military or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics or genetic information, or any other status protected by law. Applicants who require reasonable accommodation during the application process may contact Human Resources at (585) 454-4840 ext. 514.

In processing this employment application, the Employer may request that an investigative consumer report be prepared which may include information as to your character, general reputation, police record, personal characteristics and mode of living. If an investigative consumer report is requested as part of your application process, you will receive further written disclosures and will be asked to sign an authorization form consenting to a background check. You have the right to request that the Employer completely and accurately disclose to you the nature and scope of the investigation requested. Such a request must be made in writing to the Human Resources Department of this Employer within a reasonable time after you complete this application.

Please answer every question, use INK and PRINT.

Name _____
(First) (Middle) (Last) (Date)

Address _____
(Number) (Street) (Telephone Number)

(City) (State) (Zip Code) (Length of Time at This Address)

Email Address: _____

List any previous addresses, except military, if address changed during the past 5 years.

No. Street City State From (Date) To

No. Street City State From (Date) To

No. Street City State From (Date) To

From here on, please WRITE in your NORMAL HANDWRITING

Relatives now working for this
Employer _____

Friends now working for this
Employer _____

Type of work preferred:

1. _____ 2. _____

Full Time _____ Part Time _____ Hours Preferred _____

Salary requirements _____ Date available for work _____

How were you referred to us? _____

Are you either a U.S. citizen or an alien who has the legal right to remain and work in the U.S.?

Yes No

GENERAL INFORMATION

Use the space below to describe your interests, skills and aptitudes that you feel qualify you for a position with this Employer. (You may wish to include civic and community activities, professional societies in which you participate, hobbies, sports, special training or skills such as typing, accounting, and the like.) If you need more space, please continue on a separate sheet.

Have you been employed here previously? Yes No

Have you ever applied here before? Yes No

Have you ever been convicted of a crime (misdemeanor or felony)? Yes No

If so, please describe fully the criminal conviction(s) and the nature of the offense. A conviction record will not necessarily be a bar to employment:

EMPLOYMENT RECORD Are you presently employed? Yes No

Starting with PRESENT or MOST RECENT, list all employers. Include self-employment, summer and part-time jobs.

| NAME AND ADDRESS OF FORMER EMPLOYER | DATES EMPLOYED | | POSITION & DUTIES | SALARY | | REASON FOR LEAVING |
|---|----------------|--------------|--|----------|---------|--------------------|
| | From Mo. & Yr. | To Mo. & Yr. | | Starting | Leaving | |
| Company Name _____ Number & Street _____ City & State _____ Zip _____ | From Mo. & Yr. | To Mo. & Yr. | Name of Immediate Superior _____ <u>Telephone</u> | Starting | Leaving | |
| Company Name _____ Number & Street _____ City & State _____ Zip _____ | From Mo. & Yr. | To Mo. & Yr. | Name of Immediate Superior _____ <u>Telephone</u> | Starting | Leaving | |
| Company Name _____ Number & Street _____ City & State _____ Zip _____ | From Mo. & Yr. | To Mo. & Yr. | Name of Immediate Superior _____ <u>Telephone</u> | Starting | Leaving | |
| Company Name _____ Number & Street _____ City & State _____ Zip _____ | From Mo. & Yr. | To Mo. & Yr. | Name of Immediate Superior _____ <u>Telephone</u> | Starting | Leaving | |

If you need more space, please continue on a separate sheet.

If presently employed, why do you desire to change your position? _____

If you are now employed, may we contact your present employer? Yes No

Do you require any reasonable accommodations to perform the essential functions of the job for which you are applying? If so, please list them on the line below.

Yes No

Are you available to work overtime? _____ Weekends? _____ Holidays? _____

Are you available to work at company locations other than where you applied? _____

| NAME | ADDRESS | CITY | STATE | Major Course or Subject | Circle last year completed | Degree |
|----------------------------|---------|------|-------|-------------------------|----------------------------|--------|
| High School or Preparatory | | | | | 1 2 3 4 | |
| Business School | | | | | 1 2 3 4 | |
| College | | | | | 1 2 3 4 | |
| Graduate Work | | | | | 1 2 3 4 | |

List scholastic honors, offices held, and activities in high school: _____

List scholastic honors, offices held, and activities in college: _____

If you did not graduate, why did you leave school or college? _____

Are you planning to pursue further studies? Yes No Day School Night School

If so, when, where and what courses: _____

_____ Do you have any relatives or roommates actively engaged, full-time or part-time, in property management or real estate?

_____ Have you ever been bonded? If so, on which job(s)? _____

Personal References (not former employers or relatives)

Which of the following specific skills do you possess?

Maintenance:

HVAC (EPA Certified) _____
Plumbing _____
Electric _____
Carpentry _____
Roofing _____
Dry wall _____

Landscaping:

Ice/Snow Removal _____
Equipment Repairs _____
Gardening _____

Administrative:

Typing _____
Strong Customer _____
Service Skills _____
Strong Organizational _____
Skills _____
Computer Literate _____

PLEASE READ BEFORE SIGNING -

APPLICANT'S STATEMENT

I understand that employment with the Company is at-will: if I am hired, my employment may be terminated with or without cause or notice, at any time, at either my option or that of the Company. I understand that no management representative has authority to enter into any agreement for continuing employment for any specific period of time, that only the Company President has such authority, and then only in a written agreement signed by the Company President. I give the Company permission to contact all or any of my previous employers, educational institutions, and references and authorize them to disclose any information the Company may request in the course of its investigation of this application for employment. I understand that my previous employers, educational institutions, and references may disclose information that is unfavorable to me as well as information that is favorable. I hereby release the Company, its employees, and agents, and all such educational institutions, references, and prior employers, their employees, and agents, from any and all liability with respect to such disclosures or the use of such disclosures in the consideration of my application for employment. If a conditional offer of employment is made to me, if requested by the Company, I agree to take a job-related medical examination at no personal expense and authorize the examining physician to disclose the findings to the Company. I understand that any offer of employment is conditioned upon proof of authorization to work in the U.S., receipt of satisfactory references, and satisfactory completion of any job-related medical examination. I also understand that any job offer may be conditioned on satisfactory results on a pre-employment drug and/or alcohol test. I understand I may be requested now or at any subsequent time during any employment with the Company to submit to drug and/or alcohol tests, at the Company's expense. I understand that if I refuse to take the test, I will not be hired or, if already employed, my employment may be terminated immediately.

By my signature below, I certify that I have provided truthful and complete responses to all inquiries in this application and authorize the Company to investigate all statements contained in this application. I understand that any false statement, misrepresentation, or omission constitutes a ground for refusal to hire, or, if already employed, for my immediate dismissal. If employed, I will abide by the Company's rules and regulations, which I understand are subject to change by the Company.

Date:

Applicant's
Signature:
