



Employment Application

_____, 202__

_____ *Last name* _____ *First name* _____ *Middle name*

Address: _____ *Street* _____ *City* _____ *State* _____ *Zip Code*

Contact information: _____ *email* _____ *Home phone* _____ *Cell phone*

Position applying for: _____ **Salary Desired:** _____

We appreciate your interest in Douglas Emmett. We are an equal employment opportunity employer, and we comply with all applicable state and federal laws respecting consideration of unemployment status in making hiring decisions. Our policies prohibit discrimination against any applicant or employee based on race, color, sex, gender, gender identity, gender expression, religion, national origin, age, disability, or any other basis protected by applicable federal, state, or local laws. Our policies also prohibit harassment of applicants or employees based on any of these protected categories.

I hereby make the following representations and warranties:		
I am at least 18 years old.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am currently employed. <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you may contact my current employer <input type="checkbox"/> Yes <input type="checkbox"/> No	
If hired, I can present evidence of my U.S. citizenship or proof of my legal right to live and work in this country.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, I have a reliable means of transportation to and from work.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am available to work on weekends.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am available to work overtime, if necessary.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I can perform the essential functions of the job for which I am applying, either with or without reasonable accommodation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If no, describe completely on a separate page. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)</i>		

I wish to be considered for: Regular full-time work Regular part-time work Temp. work, e.g., summer/holiday

If hired, I can start work on the following date: _____

I am available for work on the following days and hours: _____

If applying for temporary work, I will be available during the following period: _____

Emergency Contact: _____ *Name* _____ *Relation*

Address: _____ *Street* _____ *City* _____ *State* _____ *Zip Code*

Contact information: _____ *Work Phone* _____ *Home phone* _____ *Cell phone*

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First name

Middle name

Job History. Please include all full time and part time jobs starting with your present or last job, including self employment (attach additional pages as necessary). You may exclude organizations which indicate any protected status (i.e., race, color, gender, national origin, disabilities or any other status protected by local, state, or federal law).

1	Employer	Telephone
	Address	Employed (Month and Year) From To
	Name, Title, and Phone Number of Supervisor	Reason for Leaving
	Job Title and Work Responsibilities	

2	Employer	Telephone
	Address	Employed (Month and Year) From To
	Name, Title, and Phone Number of Supervisor	Reason for Leaving
	Job Title and Work Responsibilities	

3	Employer	Telephone
	Address	Employed (Month and Year) From To
	Name, Title, and Phone Number of Supervisor	Reason for Leaving
	Job Title and Work Responsibilities	

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Job History (cont).

4	Employer	Telephone
	Address	Employed (Month and Year) From To
	Name, Title, and Phone Number of Supervisor	Reason for Leaving
	Job Title and Work Responsibilities	

5	Employer	Telephone
	Address	Employed (Month and Year) From To
	Name, Title, and Phone Number of Supervisor	Reason for Leaving
	Job Title and Work Responsibilities	

6	Employer	Telephone
	Address	Employed (Month and Year) From To
	Name, Title, and Phone Number of Supervisor	Reason for Leaving
	Job Title and Work Responsibilities	

Please explain any gaps in your employment: _____



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Education.

_____ <i>name</i>	_____ <i>Street</i>	_____ <i>City</i>	_____ <i>State</i>	_____ <i>Zip Code</i>
High School		Graduated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

_____ <i>name</i>	_____ <i>Street</i>	_____ <i>City</i>	_____ <i>State</i>	_____ <i>Zip Code</i>
College	From _____ to _____ <i>Dates attended</i>	Graduated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				_____ <i>Degree</i>

_____ <i>name</i>	_____ <i>Street</i>	_____ <i>City</i>	_____ <i>State</i>	_____ <i>Zip Code</i>
_____ <i>type of school</i>	From _____ to _____ <i>Dates attended</i>	Graduated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				_____ <i>Degree</i>

I am proficient in the following languages other than English: _____

References. List 3 persons not related to you who know about your work performance within the last 3 years:

Name: _____ <i>Last name</i>	_____ <i>First name</i>	_____ <i>Employer</i>	_____ <i>Title</i>
In what capacity and for how long did you work with this reference? _____			_____ <i>Phone</i>

Name: _____ <i>Last name</i>	_____ <i>First name</i>	_____ <i>Employer</i>	_____ <i>Title</i>
In what capacity and for how long did you work with this reference? _____			_____ <i>Phone</i>

Name: _____ <i>Last name</i>	_____ <i>First name</i>	_____ <i>Employer</i>	_____ <i>Title</i>
In what capacity and for how long did you work with this reference? _____			_____ <i>Phone</i>

Criminal History. Douglas Emmett will consider criminal histories in a manner consistent with all applicable local, state, and federal laws, including but not limited to the Los Angeles Fair Chance Initiative and other federal, state, and local laws. Where required by applicable law, Douglas Emmett will not inquire into an applicant's criminal history (either from the applicant or any third party) until a conditional offer of employment has been made. Once a conditional offer of employment has been made, Douglas Emmett will investigate the criminal history of all applicants, and may choose to withdraw conditional offers based on the results of these investigations, to the extent permitted by applicable law. By submitting this application, employee understands and consents to a background check in accordance with standard company policy.

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