



\_\_\_\_\_  
*Last name*

\_\_\_\_\_  
*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).

<b>1</b>	Employer	Telephone
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Hourly Rate / Salary Start                      Last
	Job Title and Work Responsibilities	Reason for Leaving

<b>2</b>	Employer	Telephone
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Hourly Rate / Salary Start                      Last
	Job Title and Work Responsibilities	Reason for Leaving

<b>3</b>	Employer	Telephone
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Hourly Rate / Salary Start                      Last
	Job Title and Work Responsibilities	Reason for Leaving

\_\_\_\_\_  
*Last name*

\_\_\_\_\_  
*First name*

\_\_\_\_\_  
*Middle name*

**Job History (cont).**

<b>4</b>	Employer	Telephone
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Hourly Rate / Salary Start                      Last
	Job Title and Work Responsibilities	Reason for Leaving

<b>5</b>	Employer	Telephone
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Hourly Rate / Salary Start                      Last
	Job Title and Work Responsibilities	Reason for Leaving

<b>6</b>	Employer	Telephone
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Hourly Rate / Salary Start                      Last
	Job Title and Work Responsibilities	Reason for Leaving

Please explain any gaps in your employment: \_\_\_\_\_



# Employment Application

\_\_\_\_\_, 201\_\_

\_\_\_\_\_ *Last name*                      \_\_\_\_\_ *First name*                      \_\_\_\_\_ *Middle name*

## Education.

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

**Douglas Emmett is an Equal Opportunity Employer**

\_\_\_\_\_  
*Last name*

\_\_\_\_\_  
*First name*

\_\_\_\_\_  
*Middle name*

**Who/how were you referred to Douglas Emmett?**

- Douglas Emmett Website
- Online Advertisement
- LinkedIn
- Direct contact from Douglas Emmett
- Friend: \_\_\_\_\_
- Other: \_\_\_\_\_

I have applied to or worked for Douglas Emmett before  Yes  No If yes, when? \_\_\_\_\_

I have the following relatives who work or worked for Douglas Emmett:

Name(s) \_\_\_\_\_

Relationship \_\_\_\_\_

**Please Read Carefully, Initial Each Paragraph, Sign and Date Below:**

\_\_\_\_\_ *initial* I hereby certify that (i) I have not knowingly withheld any information and that the answers given by me are true and correct to the best of my knowledge and that (ii) I have personally completed this application. I understand that any omission or misstatement of fact on this application or on any documents used to secure employment which is deemed material by Douglas Emmett shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ *initial* I hereby authorize Douglas Emmett and its agents to thoroughly investigate my suitability for employment and to obtain a consumer report investigation that includes personal information regarding me, including but not limited to, my educational history, work habits, performance and experience, general reputation, character, mode of living, driving record and (to the extent legal and in accordance with the "Criminal History" section above) drug testing and criminal convictions and arrest records. I hereby authorize any person, school, current employer (except as restricted above), past employer, government and law enforcement agency and the references I have listed to provide to Douglas Emmett or any affiliate or subsidiary and their agents any and all public and non-public information, opinions, letters and reports relevant to such investigation, without giving me prior notice of such disclosure.

\_\_\_\_\_ *initial* I hereby release Douglas Emmett, its affiliates and subsidiaries, and my employers and all other persons or entities gathering or providing information in connection with or participating in the process of considering or investigating my application, and their respective officers, directors, shareholders, agents, including subcontractors, from any and all claims, demands or liabilities arising out of or in any way related to (i) such process or any disclosure, (ii) the furnishing of any information or opinions in such process, including any errors or omissions provided or omitted or (iii) the making, or use of, a consumer report and/or investigative report.

\_\_\_\_\_ *initial* I understand that nothing contained in this application, or conveyed during any conversations is intended to create an employment contract between me and Douglas Emmett or any affiliate or subsidiary. In addition, I understand and agree that if I am employed my employment is expected to be "at-will", and that I would be free to leave employment at any time, with or without a reason and with or without notice. Douglas Emmett also would have the right to end my employment at any time, with or without a reason and with or without notice. Any agreement for employment for a specific period of time or contrary to the policy of at-will employment must be in writing signed by me and by either Douglas Emmett's Chief Executive Officer or its Chief Operating Officer.

**My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between Douglas Emmet and me concerning the topics addressed herein, and supersedes any prior inconsistent understandings between Douglas Emmett and me on such issues.**

**X** \_\_\_\_\_

(Applicant) SIGNATURE DATE