



# Employment Application

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

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

|   |   |     |                          |     |                          |    |
|---|---|-----|--------------------------|-----|--------------------------|----|
| <b>I hereby make the following representations and warranties:</b>  |   |     |                          |     |                          |    |
| 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*

**Douglas Emmett is an Equal Opportunity Employer**

\_\_\_\_\_  
*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)<br>From                      To |
|          | Name, Title, and Phone Number of Supervisor | Reason for Leaving  |
|          | Job Title and Work Responsibilities         |   |

|          |   |   |
|----------|---|---|
| <b>2</b> | Employer                                    | Telephone   |
|          | Address                                     | Employed (Month and Year)<br>From                      To |
|          | Name, Title, and Phone Number of Supervisor | Reason for Leaving  |
|          | Job Title and Work Responsibilities         |   |

|          |   |   |
|----------|---|---|
| <b>3</b> | Employer                                    | Telephone   |
|          | Address                                     | Employed (Month and Year)<br>From                      To |
|          | Name, Title, and Phone Number of Supervisor | Reason for Leaving  |
|          | Job Title and Work Responsibilities         |   |

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

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

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

**Job History (cont).**

|          |   |   |
|----------|---|---|
| <b>4</b> | Employer                                    | Telephone   |
|          | Address                                     | Employed (Month and Year)<br>From                      To |
|          | Name, Title, and Phone Number of Supervisor | Reason for Leaving  |
|          | Job Title and Work Responsibilities         |   |

|          |   |   |
|----------|---|---|
| <b>5</b> | Employer                                    | Telephone   |
|          | Address                                     | Employed (Month and Year)<br>From                      To |
|          | Name, Title, and Phone Number of Supervisor | Reason for Leaving  |
|          | Job Title and Work Responsibilities         |   |

|          |   |   |
|----------|---|---|
| <b>6</b> | Employer                                    | Telephone   |
|          | Address                                     | Employed (Month and Year)<br>From                      To |
|          | Name, Title, and Phone Number of Supervisor | Reason for Leaving  |
|          | Job Title and Work Responsibilities         |   |

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



