



REAL ESTATE APPRAISERS/CONSULTANTS

Employment Application

It is the policy of The Ponce Group LLC not to discriminate in its employment and personnel policies because of a person's sex age, race, religion, disability or national or ethnic origin, or other protected class.

Last Name First Middle

Street Address

City, State Zip Code Daytime Telephone Number

Social Security Number: Check if you are under 18 years of age

Do you have a valid driver's license to operate an automobile in this state? Yes No

Driver's License Number:

Are you insurable at standard rates to operate an automobile in this state? Yes No If no, explain below:

Equipment/Machines you can operate and/or licenses you hold:

Position you are applying for: Check this box if you are applying generally

What is your desired salary?

If you are applying for a specific opening, how did you learn of it?

Have you ever been previously employed with this company including all acquired or affiliated companies? Yes No

If yes, Date: From: to Location:

Date: From: to Location:

Date: From: to Location:

Are you available for full-time work? Yes No If no, what hours/days can you work?

Will you work overtime, if required? Yes No

Are you subject to any contractual restrictions that would prevent, or interfere with, you accepting the position or performing the duties of this position? Yes No

EDUCATION

High School 9 10 11 12 (Circle Highest Grade Completed)

Name of School: Location:

Did you graduate? Yes No

College/University 1 2 3 4 (Circle Highest Grade Completed)

Name of College/University: Location:

Dates attended: From: to: Degree/Course of Study:

Graduate School or Vocational/Technical/Business Training:

Name of School: _____ Location: _____
Dates attended: From ___/___/___ to ___/___/___ Course of Study: _____
Did you graduate? Yes No

Have you ever been convicted of a felony? Yes No
(Conviction is not an automatic bar to consideration for employment)
If you answered, "Yes", please explain: _____

EMPLOYMENT HISTORY

(Attach additional sheet, if necessary.)

List all employment in the past ten years, most recent job first; include military service.

Name of Employer: _____ Type of Business: _____
City, State: _____ Phone: _____ Supervisor: _____
Position: _____ Duties: _____
Employment Dates: From: ___/___/___ to: ___/___/___ Reason for Leaving: _____
Beginning Salary: \$ _____ Ending Salary: \$ _____

Name of Employer: _____ Type of Business: _____
City, State: _____ Phone: _____ Supervisor: _____
Position: _____ Duties: _____
Employment Dates: From: ___/___/___ to: ___/___/___ Reason for Leaving: _____
Beginning Salary: \$ _____ Ending Salary: \$ _____

Name of Employer: _____ Type of Business: _____
City, State: _____ Phone: _____ Supervisor: _____
Position: _____ Duties: _____
Employment Dates: From: ___/___/___ to: ___/___/___ Reason for Leaving: _____
Beginning Salary: \$ _____ Ending Salary: \$ _____

Within the past ten years, have you been terminated or asked to resign by an employer? Yes No
If you answered, "Yes," please provide employer, dates and circumstances: _____

The Ponce Group contacts prior employers to obtain references regarding work history, conduct and suitability for employment. May we contact your present employer at this time? Yes No

I verify that all of the information on this application and attachments is true, correct and complete. I have not withheld any information requested by The Ponce Group LLC. I understand that false, misleading, incomplete or omitted information will result in rejection of my application, reprimand or termination from employment, whenever discovered.

I authorize The Ponce Group LLC and its agents to confirm all information provided on this application and attachments (including resumes) and to investigate my suitability for employment. I agree to furnish additional information if requested. I release The Ponce Group LLC. and all persons and companies from any claims, liabilities or damages from obtaining or furnishing information about me.

This application is not a job offer or employment contract with The Ponce Group LLC for any specific time period. If hired, my employment will be for an indefinite time period and I may resign or be terminated by The Ponce Group LLC. at any time without notice or requirement of cause.

I further understand and agree that no employee or official of The Ponce Group LLC. has any authority to alter the terms of my at-will employment through oral statements or promises. In order to be binding on The Ponce Group LLC., any agreement or promise that alters this policy must be in writing and signed by the head of your division.

Any conditional offer of employment by The Ponce Group LLC. is subject to successful completion of all employment requirements including but not limited to verifying employment and personal references.

If employed, I agree to abide by and comply with all of The Ponce Group LLC. policies, rules and procedures, including The Ponce Group LLC. Open Door Policy; Unlawful Harassment Policy; Policy on Sexual Harassment; Conflicts of Interest Policy; Electronic Communication and Internet Usage Policy; Threat, Violence and Weapons Policy; Safety Policy; Substance Abuse and Drug Testing Policy and the Arbitration Agreement.

Date

Applicant's Signature