

# KINGFISHER MANAGEMENT CORPORATION

**INSTRUCTIONS: PLEASE COMPLETE IN FULL. ENSURE THAT YOU HAVE READ AND SIGNED THE AFFIDAVIT, CONSENT AND RELEASE ON THE LAST PAGE.**

**Position  
Applying For:**

**Property Location:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

Note: This application for employment will remain active for 60 days. After 60 days you should reapply if you are still interested in a position with our Company.

## PERSONAL DATA

Full Name: \_\_\_\_\_  
Last First Middle

Social Security Number: \_\_\_\_\_

*We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is Kingfisher Management Corporation's intention that all qualified applicants are given equal employment opportunity and that selection decisions be based on job-related factors.*

Mailing Address: \_\_\_\_\_  
No. Street City Postal Code

Permanent Address: \_\_\_\_\_  
(If Different from Above)

Telephone Home: \_\_\_\_\_ Cell (or other): \_\_\_\_\_

When could you start work? \_\_\_\_\_

Are you 18 years of age or older? Yes  No   
*(If you are hired, you may be required to submit proof of age)*

If hired, can you furnish proof you are eligible to work in the U.S.? Yes  No

Are you able to work shifts (non-standard hours) if required? Yes  No

Do you have any relatives working for Kingfisher Management corporation? Yes  No

If yes, name(s): \_\_\_\_\_

Have you ever applied here before? Yes  No

Have you ever been employed by Kingfisher management Corporation? Yes  No

If yes, indicate:  
Dates of Employment & Position/Location: \_\_\_\_\_

## EDUCATION AND TRAINING

	Name & location of institution	Number of years completed	Field of Study	Grade/Diploma/Degree and year completed
High School/GED				
Commercial, Trade or Technical Training				
Undergraduate College/University				
Graduate/Professional				
Other Education or Professional Memberships				

## SPECIALIZED SKILLS

### A. CLERICAL SKILLS:

- Word Processing Software: \_\_\_\_\_  
 Spreadsheet Software: \_\_\_\_\_  
 Database Software: \_\_\_\_\_  
 Keyboarding \_\_\_\_\_ nwpn  
 Other \_\_\_\_\_ specify

### B. COMPUTER SKILLS: IBM Mac VAX/VMS

Please specify computer systems you have worked with, courses you have taken and your working knowledge of computer software:

\_\_\_\_\_

\_\_\_\_\_

### C. TECHNICAL SKILLS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### D. TRADES/MAINTENANCE SKILLS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. LANGUAGE SKILLS: Spoken: \_\_\_\_\_ Written: \_\_\_\_\_

### F. If you are applying for a position requiring a driver's license, please complete the following:

Do you have a valid driver's license? Yes  No  Class: \_\_\_\_\_ State: \_\_\_\_\_

# WORK HISTORY

*Note: A job offer may be contingent upon acceptable references from current and former employers.*

List names of employers in consecutive order with present or last employer listed first.

Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:
Duties:	

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Duties:	

# REFERENCES

Have you ever worked or attended school under any other names?  Yes  No

If yes, give name(s): \_\_\_\_\_

List three persons, other than relatives or personal friends, who can judge your work ability.

NAME	COMPANY	POSITION	TELEPHONE
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

May we contact your present employer for a reference?  Yes  No Previous Employers?  Yes  No

If no, please state reasons: \_\_\_\_\_

**AFFIDAVIT, CONSENT AND RELEASE**

Please read each statement carefully before signing.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that I may be required to successfully pass a drug screening examination. I hereby consent to a pre-and/or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination, dependent on the position I am offered. I consent to the release of all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I also agree that any claim, controversy or dispute that may arise directly or indirectly in connection with interviewing or with my employment or termination of employment with Kingfisher Management Corporation and/or any associated or related disputes arising there from involving Kingfisher Management Corporation and/or any associate(s), director(s), officer(s), agent(s), or owner(s) of Kingfisher Management Corporation whether arising in contract, statute, tort, fraud, misrepresentation, discrimination, common law or any other legal theory, including, but not limited to: Disputes relating to the making, performance or interpretation of this Agreement; and claims or other disputes arising under Title VII of the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1991; the Age Discrimination in Employment Act of 1967, as amended; 42 U.S.C. 1981, 1981a, 1983, 1985, or 1988; the Family and Medical Leave Act of 1993; the Americans with Disabilities Act of 1990, as amended; the Rehabilitation Act of 1973, as amended; the Fair Labor Standards Act of 1938, as amended; the Employee Retirement Income Security Act of 1974, as amended ("ERISA"); the Illinois Anti-Discrimination Law; or any other similar federal, state or local law or regulation, whenever brought, shall be resolved by arbitration. If, however, I would otherwise be legally required to exhaust administrative remedies to obtain legal relief, I can and must exhaust such administrative remedies prior to pursuing arbitration. The only legal claims between Kingfisher management Corporation and I that are not included for arbitration within this Agreement are claims for workers' compensation or unemployment benefits. By signing this Agreement, I voluntarily, knowingly and intelligently waive any right I may otherwise have to seek remedies in court or other forums, including the right to a jury trial. Kingfisher Management Corporation also hereby voluntarily, knowingly, and intelligently waives any right it might otherwise have to seek remedies against me in court or other forums, including the right to a jury trial. The Federal Arbitration Act, 9 U.S.C. 1.16 ("FAA") shall govern the arbitrability of all claims, provided that they are enforceable under the FAA, as it may be amended from time to time. In the event the FAA does not govern, the Illinois Chapter 710 Uniform Arbitration Act shall apply. Additionally, the substantive law of Illinois, to the extent it is consistent with the terms stated in the Agreement for arbitration, shall apply to any common law claims. This Agreement for arbitration supersedes any prior arbitration agreement between Kingfisher Management Corporation and me to the extent they are consistent.

A single arbitrator engaged in the practice of law shall conduct the arbitration under the applicable rules and procedures of the American Arbitration Association ("AAA"), unless otherwise agreed to by the parties. Any dispute that relates directly or indirectly to my employment with Kingfisher Management Corporation or to the termination of my employment will be conducted under the AAA National Rules for the Resolution of Employment Disputes, effective June 1, 1997. The arbitrator shall be chosen from a state other than my state of residence and other than Illinois. Other than as set forth herein, the arbitrator shall have no authority to add to, detract from, change, amend, or modify existing law. The arbitrator shall have the authority to order such discovery as is necessary for a fair resolution of the dispute. The arbitrator may award punitive damages, as allowed by Title VII of the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1991; the Age Discrimination in Employment Act of 1967, as amended; and the Americans with Disabilities Act of 1990 as amended, regardless of any limitations imposed by federal, state, or local laws regarding amounts that may be awarded in arbitration proceedings. All arbitration proceedings, including without limitation, settlements under this Agreement, will be confidential. The prevailing party in any arbitration shall be entitled to receive reasonable attorneys' fees as provided by law. The arbitrator's decision and award shall be final and binding, as to all claims that were, or could have been, raised in the arbitration, and judgment upon the award rendered by the arbitrator may be entered to any court having jurisdiction thereof. If any party hereto files a judicial or administrative filing said action shall pay the other party's costs and expenses incurred in seeking such stay and/or compelling arbitration, including reasonable attorneys' fees not to exceed Two Thousand Five Hundred Dollars (\$2,500.00).

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE OWNER OF THE COMPANY HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE OWNER AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OUR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

I have read, understand, and by my signature consent to these statements.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant