



Thank you for inquiring about the CondoJobs Recruiting Service for licensed managers seeking positions in community association management. This service is available for all *Florida Community Association Journal* subscribers with approved credit. We have been serving the needs of condominiums, homeowners associations, board members and managers for 22 years. You may view current job openings on our website at CondoJobs.com. Check back often, the website is updated frequently. The cost of our service is quite reasonable when compared with traditional employment agencies. Where the industry norm is 25% of the first year's salary, CondoJobs charges 5%. There is a \$35 nonrefundable annual registration fee.

This service is available to community association managers with acceptable credit and a current, active and clean CAM license. To get started, first read and sign the enclosed agreement, complete and sign the credit inquiry release, fill out the profile form and return them along with a check or debit/credit card authorization for the \$35 registration fee. Please include a copy of your CAM license, resume, cover letter and references. After we receive your forms and payment and your credit has been approved, we offer your services to communities whose requirements most closely match your qualifications. When an interview is requested, we offer to arrange a convenient time.

Please complete and return:

1. The agreement
2. The credit inquiry release
3. The profile
4. A check for the \$35 registration fee or the debit/credit card authorization
5. A copy of your CAM license
6. A copy of your resume and references (emailed to Lisa@CondoJobs.com in Word format)
7. A *Florida Community Association Journal* subscription form, if applicable.

We wish you the best in your job search.

Thank you,

Lisa Pinder



Agreement

Name: _____

Address: _____

Requests to be enrolled in the CondoJobs Recruiting Service and agrees to the following terms:

- The manager agrees to pay a fee of 5% of the first year's gross salary for this service upon acceptance of a job where CondoJobs made a referral. _____
please initial
- All fees shall be due and payable in full at the offices of CondoJobs within 48 hours of accepting the position. _____
please initial
- In any dispute arising out of this agreement, venue shall be in Palm Beach County, Florida. _____
please initial
- In any legal action to enforce this agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and court costs. _____
please initial

CondoJobs Recruiting Service:

Manager:

By: _____ By: _____

Signature

Date: _____ Date: _____



Pre-Employment Inquiry Release

In connection with my application for employment (including contract for services) with you, I understand that investigative background inquiries are to be made on myself, including consumer credit, criminal convictions, motor vehicle and other reports. These reports will include information as to my character, work habits, performance and experience along with reasons for termination of past employment. Further, I understand that you will be requesting information from various federal, state and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences.

I authorize without reservations, any party or agency contracted by this employer to furnish the above mentioned information.

I agree to indemnify and hold harmless Atlantic Personnel Screening Services, Inc., its employees, officers, directors, affiliates, subcontractors and agents from any loss, expense, or damage, which may result directly or indirectly from information or reports furnished by Atlantic Personnel Screening Services, Inc.

I hereby consent to your obtaining the above information from Atlantic Personnel Screening Services, Inc. and/or any of their licensed agents. I understand to aid in the proper identification of my files or records the following information, as well as other information, is necessary.

Print name: _____ Sex: _____ Race: _____

Social Security number: _____ Date of birth: _____

Driver's license number: _____ State: _____

Current address: _____

City/State/Zip Code: _____

Previous employer: _____ Phone: _____

Position: _____ Dates there: _____

Applicant's signature: _____

CondoJobs Profile

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: Work: _____ Home: _____ Cell: _____

Fax: _____ Pager: _____ Email: _____

Current Employment (confidential): _____

CAM license # _____ Renewal date: _____

1. Location desired: _____

2. Willing to relocate: _____ 3. Salary desired: _____

4. Years of association management experience: _____ 5. Live on or off: _____

6. Number of family members: _____ 7. Pets: _____

8. Date available: _____ 9. Consider multiple sites: _____

10. Work as a couple: _____

Experienced in:

- | | | | |
|-----------------------------------------------|----------------------------------------------|--------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Computers | <input type="checkbox"/> New construction | <input type="checkbox"/> Rules enforcement |
| <input type="checkbox"/> High rise | <input type="checkbox"/> Waterfront | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Purchasing |
| <input type="checkbox"/> Renovation | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Major repair | <input type="checkbox"/> Staff supervision |
| <input type="checkbox"/> Hands-on maintenance | | <input type="checkbox"/> Maintenance supervision | |
| <input type="checkbox"/> Marina | <input type="checkbox"/> Security | <input type="checkbox"/> Concrete restoration | |
| <input type="checkbox"/> Bilingual | <input type="checkbox"/> Real estate license | | |

Other: _____



Authorization to charge my debit card or credit card

I authorize Advantage Publishing to charge my debit card or credit card \$35 for the yearly registration fee for CondoJobs Recruiting Service. I understand that this will pay for my credit inquiry and enrollment for 12 months from the date below.

Debit/Credit Card Number: _____

Expiration Date: _____

Type: _____

Name on Card: _____

Address: _____

Signed: _____

Date: _____