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 32 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 20-25% 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 (attached), if applicable
8. A CFCAM information form (attached), 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: ____________________________

1128 Royal Palm Beach Boulevard, #223, Royal Palm Beach, Florida 33411
Phone: (561) 791-0426     Fax: (561) 791-0934     Website: CondoJobs.com
CondoJobs Profile

Name: ________________________________________________________________

Address: _______________________________________________________________________

City: ______________________ State: _______ Zip Code: __________

Home phone: ___________________ Cell phone: ____________________________

Fax: _______________ Email: _________________________________________________

Current Employment (confidential): _____________________________________________

CAM license #:________________________ Renewal date: _________________________

1. Location 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: ________________ 11. FCAP member: _______________________

Experienced in:

( ) Bookkeeping  ( ) Computers  ( ) New construction  ( ) Rules enforcement
( ) High rise  ( ) Waterfront  ( ) Restaurant  ( ) Real estate license
( ) Landscaping  ( ) Major repair  ( ) Staff supervision  ( ) Hands on maintenance
( ) Renovation  ( ) Security  ( ) Concrete restoration
( ) Marina  ( ) Purchasing  ( ) Maintenance supervision
( ) Bilingual

Have you had industry specific advanced training? _________________________________

Is yes, please specify: ___________________________________________________________________

Do you have a professional designation?____________________________________________________

CFCAM:_________________ CAI:__________________ Other:______________________________

Comments_____________________________________________________________________________

____________________________________________________________________________
Authorization to charge my debit card or credit card

I authorize CondoJobs Recruiting Service to charge my debit card or credit card $35 for the yearly registration fee. 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: ________________ 3 digit security code: ________________

Type: ________________________________

Name on Card: ________________________________

Address: ________________________________

____________________________________________________

Signed: ________________________________

Date: ________________________________
Subscribe To Florida Community Association Journal Now!
A 1 year subscription is only $18!
A 3 year subscription is only $36!

First Name: ____________________________  Last Name: ____________________________

Address: ______________________________________________________________________

City/State/Zip: __________________________________________________________________

Choose one

___ One year subscription $18
___ Three Year Subscription $36

___ Check enclosed
___ Pay By Debit/Credit Card

I authorize FLCAJ to charge my debit/credit card for the following (please choose one):

___ One year subscription $18
___ Three Year Subscription $36

Debit/Credit Card Number: _______________________________________________________

Expiration Date: _____________________ 3 or 4 Digit Security Code: ___________________

Type of Card: __________________________________________________________________

Name on Card: __________________________________________________________________

Email Address (for debit/credit card receipt): _______________________________________

Phone: _________________________________________________________________________

Signed: _______________________________ Date: ____________________________
Training: The Key to Your Success

CFCAM - Certified Florida Community Association Manager

Advance your career by joining FCAP-Florida Community Association Professionals and adding a professional designation to your resume CFCAM.

Apply
You may complete the form below to start the CFCAM application process, or you may visit [www.fcapgroup.com](http://www.fcapgroup.com) to complete the application.

Course
Florida Advanced CAM Studies (FACS). The FACS Course is the prerequisite for the Certified Florida Community Association Manager designation. The online curriculum consists of 8 modules, and covers a wide variety of topics specific to Florida Community Association Managers. It can be completed on your own schedule.

Achieve
Earn the professional designation CFCAM and membership in FCAP.

______________________________________________________________

A member of the FCAP staff will contact you to complete the CFCAM application process, and explain the details to become a CFCAM.

For more information, contact Richard Johns at (772) 266-8539, or you may visit [www.fcapgroup.com](http://www.fcapgroup.com)

CFCAM Applicant Information

Name: __________________________________________________________

Address: ____________________________________________________________________________

City/State/Zip: __________________________________________________________________________

Phone: __________________________ Fax: __________________________

Email: __________________________

“When managers call and ask me what they can do to increase their marketability, I always tell them continue your education above and beyond what the state requires. Now I can point them to the CFCAM designation as another important tool for their career as a Community Association Manager.”

Lisa Pinder, Recruiter
CondoJobs.com