



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: _____

CondoJobs Profile

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home phone: _____ Cell phone: _____

Fax: _____ 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: _____ 11. FCAP member: _____

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"/> Real estate license |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Major repair | <input type="checkbox"/> Staff supervision | <input type="checkbox"/> Hands on maintenance |
| <input type="checkbox"/> Renovation | <input type="checkbox"/> Security | <input type="checkbox"/> Concrete restoration | |
| <input type="checkbox"/> Marina | <input type="checkbox"/> Purchasing | <input type="checkbox"/> Maintenance supervision | |
| <input type="checkbox"/> 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: _____



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____ Check enclosed

____ Pay By Debit/Credit Card

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

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____ 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 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.

“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

CFCAM Applicant Information

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

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