



# Village Management Services, Inc.

## APPLICATION FOR EMPLOYMENT

24351 El Toro Road, Laguna Woods, CA 92637  
P.O. Box 2220, Laguna Hills, CA 92654-2220  
Phone: 949-597-4448 Fax: 949-472-1397  
Incomplete Applications Will Not Be Considered

### PERSONAL INFORMATION

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (Last, First, Middle) \_\_\_\_\_

Address: (City, State, Zip) \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

List previous addresses for the last 10 years: \_\_\_\_\_

Do you own a Manor or have a financial interest in a Manor in Laguna Woods Village? Yes/no \_\_\_\_\_

Are you currently on a Laguna Woods Village Board or Committee? Yes/no \_\_\_\_\_

Have you ever used another name? Yes/no \_\_\_\_\_

List all other names you have used: \_\_\_\_\_

Are you applying for full time/part time/temporary: \_\_\_\_\_

What days and hours are you available for work? \_\_\_\_\_

Are you available for work on weekends? Yes/no \_\_\_\_\_ Holidays? Yes/no \_\_\_\_\_

If hired, what date can you start? \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Do you have a commitment that might affect your employment with our company? Yes/no \_\_\_\_\_

If yes, describe fully: \_\_\_\_\_

If full time, you will be required to work 40 hours per week. Can you meet this requirement? Yes/no \_\_\_\_\_

Are you at least 18 years of age? Yes/no \_\_\_\_\_

(If under 18, hire is subject to verification that you are of minimum legal age.)

If hired, can you submit verification of your legal right to work in the U.S.? Yes/no \_\_\_\_\_

If you have relatives or friends working for VMS, this is to advise you that we have a company policy that prohibits an individual from being supervised by a relative or a close friend.

List any relatives or close friends you have who are employed by VMS: \_\_\_\_\_

Have you been previously employed by VMS or Laguna Woods Village? Yes/no \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

## EDUCATION

School	Name/location	Course of Study	Years Completed	Did you graduate?	Degree
High school					
College/university					
College/university					
Technical/trade					
Other					

## SKILLS

If required for the position, do you have a valid California driver's license? Yes/no\_\_\_\_\_

What languages do you speak and write fluently?\_\_\_\_\_

List computer programs that you are familiar with:\_\_\_\_\_

Do you have any other skills that you believe make you a good candidate for the job?\_\_\_\_\_

Have you served in the U.S. Armed Forces? Yes/no\_\_\_\_\_

Describe any special job-related training you have received:\_\_\_\_\_

## REFERENCES

Who referred you to our company?\_\_\_\_\_

List below two persons not related to you who have knowledge of your work performance within the last three years. If this does not apply to you, then provide two school or personal references that are not related to you.

Name	Address	Phone	Years known

Have you ever been terminated, dismissed or forced to resign from any employment? Yes/no\_\_\_\_\_

If yes, identify employer(s), relevant dates and the reason for action taken against you:\_\_\_\_\_

## EMPLOYMENT PHYSICAL AND DRUG SCREEN

VMS is committed to maintaining a safe and drug free workplace. All offers of employment are contingent upon successful completion of a pre-employment medical screening, which includes a drug and alcohol screen.

## UNEMPLOYMENT HISTORY

Please account for any time(s) you were not employed in the last 10 years. Do not include periods of a month or less.

Time Period \_\_\_\_\_ Reason \_\_\_\_\_  
Time Period \_\_\_\_\_ Reason \_\_\_\_\_

## EMPLOYMENT HISTORY

List below all present and past employment for the last 10 years, starting with your most recent.

Are you employed now? Yes/no \_\_\_\_\_  
If yes, may we inquire with your present employer? Yes/no \_\_\_\_\_

You must complete below even if you are attaching a resume.

Company: \_\_\_\_\_ City/state: \_\_\_\_\_  
Type: \_\_\_\_\_ Title: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ Full-time /part-time \_\_\_\_\_

Company: \_\_\_\_\_ City/state: \_\_\_\_\_  
Type: \_\_\_\_\_ Title: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ Full-time /part-time \_\_\_\_\_

Company: \_\_\_\_\_ City/state: \_\_\_\_\_  
Type: \_\_\_\_\_ Title: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ Full-time /part-time \_\_\_\_\_

Company: \_\_\_\_\_ City/state: \_\_\_\_\_  
Type: \_\_\_\_\_ Title: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ Full-time /part-time \_\_\_\_\_

## WE CONDUCT FULL BACKGROUND CHECKS ON ALL CANDIDATES

Please be advised that, if the company makes a conditional offer of employment, you will be asked whether you have ever been convicted of a crime (felony or misdemeanor, not including any conviction for possession of marijuana that is more than two years old, and any convictions that have been judicially dismissed upon completion or probation or sealed, expunged or legally eradicated). The nature of the offense, its date, the circumstances and the relevance of the offense to the position applied for will be considered. If the background check returns information regarding the criminal check, you will be given an opportunity to dispute or explain it. In order to permit a check of your work and education records, should we be made aware of any change of or assumed name that you previously used?

Yes/no \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

## AUTHORIZATION PLEASE READ THE FOLLOWING CAREFULLY THEN SIGN BELOW

By my signature placed below, I, (name : \_\_\_\_\_), promise that I have personally completed this application. I declare under penalty of perjury that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify the company if I should be convicted of a crime while my job application is pending, or during my employment if hired. If the company makes a conditional job offer, I give permission for a complete employment physical and mental examination. I also consent to the appropriate release of any and all medical information, as may be deemed necessary. I hereby release the company, any individual participant in said examination, and any third party from potential liability arising out of the examination. I understand that, if hired, I may not hold other employment or engage in other activities that create a conflict of interest with my position with the company unless I have been given permission in writing by the company. I acknowledge that under the company's substance abuse policy and pursuant to laborers local 652 collective bargaining agreement, a drug and alcohol test may be administered to an employee during the course of his or her employment when the company has reasonable suspicion that the employee is exhibiting behavior normally associated with persons under the influence of drugs and or alcohol, when the employee may have contributed to an on-the-job accident.

### ARBITRATION & COMPLIANCE WITH RULES & POLICIES:

In exchange for the company's consideration of my application, I agree that any dispute with the company arising from or related to my application or any resulting employment will be resolved exclusively through binding arbitration administered by the American Arbitration Association. Furthermore, if I become employed, then in consideration of my employment, I agree to comply with the rules, regulations, policies and procedures of the company, including specifically the company's mandatory arbitration policy.

### AGREEMENT FOR AT-WILL EMPLOYMENT – APPLIES TO NON-UNION POSITIONS ONLY

I understand and agree that nothing contained in this application, or conveyed during any interview that may be granted, or during my employment if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if you employ me, my employment will be at-will, for no definite or determinable period of time, and may be terminated at any time, for any reason or for no reason at all, with or without prior notice, at the option of the company or me. I understand and agree that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and an authorized officer of the company. I promise that I have not relied, and will not rely, on any oral or written statements to the contrary. I understand and agree that this is the entire agreement between me and the company regarding the term of my employment and replaces any other oral or written agreement or understanding. I have read and agree to all statements listed above. I certify that all of the information that I have provided on this application is true and accurate.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Our company is an equal opportunity employer. It is the policy of this company to consider all job applications on the basis of merit without regard to race, color, religion, sex, pregnancy, age, national origin, ancestry, marital status, veteran status, disability, medical condition, sexual orientation, gender identity or any other protected characteristic.*



**BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION TO OBTAIN INFORMATION**

In connection with my application for employment with VMS Inc. and VMS Inc.’s determination of my suitability for such employment, I authorize VMS Inc. to procure a consumer and/or investigative consumer report on me for employment purposes by HireRight, Inc. Such reports may include, but are not limited to, information as to my character, general reputation, personal characteristics, and mode of living; discerned through employment and education verifications; personal references and interviews; my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; workers’ compensation records to the extent permitted by law; a social security number trace; present and former addresses; criminal and civil history/records; and any other public record.

I authorize any person, business entity or governmental agency that may have information relevant to the above to disclose the same to VMS Inc. or its authorized agent(s), including, but not limited to, any and all courts, public agencies, law enforcement agencies and credit bureaus. I authorize VMS Inc. and its agent(s) to share such information only with VMS Inc. and parties in interest who have a “need to know” such information to protect them and their employees or members. I understand that neither VMS Inc. nor its agents shall be authorized or permitted to sell or provide any information found in the background investigation to any third party.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report of which I am the subject upon my written request to VMS Inc., if such is made within a reasonable time after the date below. I also understand that a summary of the provisions of California Civil Code section 1786.22 is being provided to me with this form and that I have other rights under 15 U.S.C. § 1681 et. seq. I agree that this authorization shall remain valid for the duration of my employment or association with VMS Inc. I certify that the information contained on this Authorization form is true and correct and that my application or employment or association may be terminated based on any false, omitted or fraudulent information.

A personal credit history based on reports from any credit bureau will only be obtained if you are applying for one of the following positions: [Please check the description(s) that are applicable to the position(s) for which you are applying]:

- \_\_\_ (1) a position that qualifies for the executive exemption from overtime, as defined in Wage Order 4;
- \_\_\_ (2) a position that involves regular access to people’s bank or credit card account information, social security number, and date of birth;
- \_\_\_ (3) a position for which credit information is required by law to be disclosed or obtained;
- \_\_\_ (4) a position in which the employee would be a named signatory on VMS Inc. or VMS’s Client’s bank or credit card account, authorized to transfer money on behalf of VMS Inc. or VMS’s Client, or authorized to enter into financial contracts on behalf of VMS Inc. or VMS’s Client; or
- \_\_\_ (5) a position that involves access to confidential or proprietary information, including a formula, pattern, compilation, program, device, method, technique, process or trade secret that (i) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who may obtain economic value from the disclosure or use of the information, and (ii) is subject of an effort that is reasonable under the circumstances to maintain secrecy of the information.

I hereby certify that the position applied for meets one or more of the criteria described above.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If you are under 18 years of age, your parent or guardian must sign this form:**

Parent/Guardian name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_