



L&B Realty Advisors, LLP
Client Focused. **Performance Driven.**

Pre-Employment Application

This Company does not unlawfully discriminate with respect to age, sex, race, religion, national origin, disability, if otherwise qualified with reasonable accommodation, or veteran status.

- Attach your resume if you have one.
- **Please complete all information (even if you have a resume)** — if a question does not apply, please respond with N/A.
- After reading the printed statement on the back, sign and date the application.

==PLEASE PRINT==

PERSONAL INFORMATION

Name:

Today's Date:

(Last)

(First)

(Middle)

Address:

(Street Number and Name)

(City)

(State)

(Zip Code)

Home phone no. _____

Social Security No _____

Are you Yes
over age 18? No

Have you ever used another name (Maiden,
Alias, Other Current or Past)?

No

Yes

If yes, list other name(s) used: _____

EMPLOYMENT PREFERENCE

Position Applied For: _____

Desired Pay: \$ _____

How were you referred to this company? _____

If previously employed by this company, where? _____

Date(s): _____

Date you will be available to start work: _____

EDUCATION AND TRAINING

	Name of School	City/State	Graduated? (Y/N)	Major/Minor	Degrees	Dates Attended	Grade Average
High School							
College							
College							
College							
Graduate							
Post-Grad							
Technical/ Vocational/ Military/Other							

CREDENTIALS

List your professional or technical licenses, registrations, publications, and business affiliations, which are relevant to the position applied for.

EMPLOYMENT HISTORY

Please list your previous employers beginning with the current or most recent.

Employer w/ Address & Main phone number	Employed From To	Salary Start End	Your Position

Type of Business: _____

Supervisor: _____

Title: _____

Phone: _____

Please describe your position (even if you have attached a resume): _____

Reason for leaving: _____

Employer w/ Address & Main phone number	Employed From To	Salary Start End	Your Position

Type of Business: _____

Supervisor: _____

Title: _____

Phone: _____

Please describe your position (even if you have attached a resume): _____

Reason for leaving: _____

Employer w/ Address & Main phone number	Employed From To	Salary Start End	Your Position

Type of Business: _____

Supervisor: _____

Title: _____

Phone: _____

Please describe your position (even if you have attached a resume): _____

Reason for leaving: _____

SECURITY

Do you have the legal right to remain permanently in the U.S.? Yes No

Convictions are not an absolute bar to employment at L&B Realty Advisors, LLP, and participating subsidiaries. Applicants for positions in California and Indiana provide only felony conviction information. Applicants for positions in Massachusetts provide information regarding all felony convictions ever received and misdemeanor convictions in the past 10 years and do not disclose any court-sealed records. Applicants for positions in New Hampshire provide only information regarding convictions within the past 5 years. Applicants for positions in Washington provide information regarding convictions within the past 7 years. Applicants for positions in Colorado, Pennsylvania, Washington, D.C., Hawaii, Illinois, Missouri, Ohio, West Virginia, and Wisconsin provide information regarding all convictions which may be related to functions and responsibilities of the job for which you are applying. Further clarification is available upon request. **APPLICANTS FOR POSITIONS IN ALL OTHER STATES MUST ACCURATELY ANSWER ALL QUESTIONS AS STATED.**

Have you ever been convicted of a crime or VIOLATING ANY LAWS OTHER THAN MINOR TRAFFIC CITATIONS?	Write Yes or No	If yes, explain. Provide the Date, Location, Charge and Action Taken for each conviction.
Are you currently on probation, parole or suspended sentence for any conviction?	Write Yes or No	If yes, explain. Provide the Date, Location, Charge and Action Taken for each conviction.
I HAVE READ AND UNDERSTAND ALL OF THE QUESTIONS IN THIS SECTION	Initial	

CERTIFICATION BY EMPLOYMENT APPLICANT

I certify that all information given on this pre-employment application is true, correct, and complete. I have accounted for all of my work experience, training, and other information requested on this application. I have not withheld any facts or circumstances, which is covered by this application. I understand that any false, misleading or incomplete information will result in rejection of my application or termination of my employment whenever discovered.

I agree that if I am offered a position, it will be offered on the condition that my employment shall be at will and for no definite period, and that my employment may be terminated at any time with or without cause and with or without prior notice. I understand that no supervisor may alter or amend these conditions. I understand that any employment is subject to change in wages, conditions, benefits and operating policies. I understand that this is an application only and that it does not constitute an offer of employment or an employment contract.

Applicant's Signature

Date

Applicant's Printed Name

NOTICE AND ACKNOWLEDGMENT
IMPORTANT— PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT

NOTICE REGARDING BACKGROUND INVESTIGATION	ACKNOWLEDGMENT AND AUTHORIZATION
<p>L & B Realty Advisors, LLP ("the Company" or "Employer") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with employers and/or associates. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Employment Background Investigations, Inc. (EBI), P.O. Box 629, Owings Mills, MD 21117, 1-800-324-7700. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report and a Summary of Your Rights Under the Fair Credit Reporting Act. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from EBI all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.</p> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p>New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified above directly.</p> </div>	<p>I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, local, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information (including, but not limited to, driving and/or motor vehicle records, transcripts, grades and attendance records, employment history, salary information and references, drug and alcohol testing results) requested by EBI acting on behalf of Employer, and/or Employer itself. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.</p> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p>Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. <input type="checkbox"/></p> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p>California applicants or employees only: By signing below you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law. <input type="checkbox"/></p> </div>
<p>Applicant Signature _____</p>	<p>Date: ___/___/___</p>

NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW	
<p>Employer (the "Company") intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be Employment Background Investigations, Inc., P.O. Box 629, Owings Mills, MD 21117, 1-800-324-7700. The source of any credit report will be TransUnion P.O. Box 1000, Chester, PA 19022, 1-800-888-4213.</p> <p>The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.</p> <p>Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:</p>	<ul style="list-style-type: none"> • In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file. • A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you. • By requesting a copy be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's. <p>"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity. The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.</p> <p>You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.</p>
<p>Applicant Signature _____</p>	<p>Date: ___/___/___</p>

TO BE COMPLETED BY APPLICANT																							
The Following Information Is True And Correct To The Best Of My Knowledge And Will Be Used For Background Screening Purposes Only. Please Use an Ink Pen and Print Clearly. Use "UPPER CASE" Letters. One Letter Per Block.																							
Last Name																							
First Name											Middle Name												
Other Last Names Used																							
Current Address														Apt.									
City												St.	Zip										
Date of Birth (mm/dd/yyyy)															Social Security No.								
Driver's License No.														St.									
Other States and Counties I Have Lived	State		County			Zip Code		Frm (Yr)		To (Yr)		State		County			Zip Code		Frm (Yr)		To (Yr)		
	1												3										
	2													4									

IMPORTANT!!! SATISFACTORY TO CONTACT PRESENT EMPLOYER? YES NO

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a

furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051