

HUBBELL REALTY COMPANY EMPLOYMENT APPLICATION

Hubbell Realty is an Equal Opportunity Employer. Race, color, religion, age, sex, sexual orientation, gender identity, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.

Please Print

Date: _____

Affiliation Information

Name _____ Social Security No. _____
 Address _____
 City/State _____ Zip Code _____
 Telephone: (____) _____ Message No. (____) _____
 Do you have a valid driver's license? * _____ State/License No. _____
 Have you ever applied to, or worked for Hubbell Realty before? _____ If yes, when? _____
 Do you have any friends or relatives working for Hubbell Realty? _____
 If yes, state name and relationship: _____
 How did you hear about us/this opening? _____
 State briefly why you would like to work for Hubbell Realty:

Have you ever been convicted of a felony (excluding any sealed or expunged convictions)? _____
(NOTE: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)
 If yes, explain: _____

General Information About Position Desired

Position you are applying for _____ Full time or part time? _____
 If part time, hours per week desired _____ Are you available for work on weekends? * _____
 Are you available to work holidays? _____ Days of week you are available to work _____
 Hours you are available to work _____ Are you available to be on-call? _____
 Are you available to work nights? * _____ Are you available to work overtime? _____
 If hired, on what date could you start work? _____
 Are you able to travel on company business? * _____ % time willing to travel _____
 Hourly rate of pay or monthly salary desired _____

*if required for the position you are seeking

Education and Training (include on-the-job training)

	School/Location/Sponsor	Course of Study	Dates Attended
High School			
Community College			
Trade School			
College/University			
Seminars/Other			

Special Skills

Do you speak, write or understand any foreign languages? _____

If yes, which language(s)? _____

Do you have any experience, training, qualifications or skills which you feel make you especially suited for work at Hubbell Realty? _____ If so, explain in detail below:

Professional Society Memberships _____

Licenses (list states) _____

License Number(s) _____

Computer Skills	Dates Used	Level of Proficiency
Hardware:		
Software:		

Use the space below to summarize other relevant experience, skills and background:

Employment History

List all previous employers starting with your present or most recent position below (last 10 years is sufficient).

Name of Company: _____

Name of Supervisor: _____

Address: _____

Street City State Zip Code

Telephone Number: () _____

Position and Duties: _____

Dates of Employment: _____

Starting Rate of Pay: _____ Ending Rate of Pay: _____

Reason for Leaving: _____

Name of Company: _____

Name of Supervisor: _____

Address: _____

Street City State Zip Code

Telephone Number: () _____

Position and Duties: _____

Dates of Employment: _____

Starting Rate of Pay: _____ Ending Rate of Pay: _____

Reason for Leaving: _____

Employment History (continued)

Name of Company: _____
Name of Supervisor: _____
Address: _____
 Street City State Zip Code
Telephone Number: () _____
Position and Duties: _____

Dates of Employment: _____
Starting Rate of Pay: _____ Ending Rate of Pay: _____
Reason for Leaving: _____

Name of Company: _____
Name of Supervisor: _____
Address: _____
 Street City State Zip Code
Telephone Number: () _____
Position and Duties: _____

Dates of Employment: _____
Starting Rate of Pay: _____ Ending Rate of Pay: _____
Reason for Leaving: _____

References

Please list names and addresses of three professional references, excluding relatives and former employers

Name			Phone # ()
Address	City	State	Zip Code
Name			Phone # ()
Address	City	State	Zip Code
Name			Phone # ()
Address	City	State	Zip Code

Please read thoroughly and sign below.

I hereby certify that the information given by me is true in all respects. I authorize the company and its representatives to contact my prior employers and all others for the purpose of verification of the information I have supplied and release same from any liability resulting from the information released. I authorize employers, schools, and other persons named on this application to provide any information or transcripts requested. I understand that misrepresentation or omission of facts may result in refusal to hire or in termination of employment. In the event that I am offered a position as a broker associate or sales associate, I understand that I must comply with all company policies and rules.

I further understand that my affiliation with Hubbell Realty Company and compensation can be terminated with or without cause or notice, at any time at the option of the company or the employee. This application is not a contract of employment between the applicant and the company. No words or actions of the company, including employment offers or terms and conditions of employment are intended to establish an implied or expressed employment contract.

I understand that no representative of Hubbell Realty Company, other than the president, has any authority to enter into any agreement for affiliation or employment for any specific period of time or to make any agreement contrary to the foregoing and any such agreement entered into by the president will not be enforceable unless it is in writing.

This application shall be considered active for no more than 45 days. After that time, I am required to resubmit a completed application. I understand that neither this document nor any offer to affiliate with Hubbell Realty Company constitutes an employment contract or will create an employer-employee relationship. Any such arrangement must be in writing, drafted by Hubbell Realty Company and signed by all parties.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

SIGNATURE _____ DATE _____

HUBBELL REALTY COMPANY
VOLUNTARY AFFIRMATIVE ACTION INFORMATION

(Completion of Information Below is Voluntary)

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, the presence of a non-job-related medical condition or disability, or any other legally protected status.

Hubbell Realty Company is subject to governmental record-keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, Hubbell Realty Company invites employees to voluntarily self-identify their race, ethnicity, and gender. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and separate from personnel files. It will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those requiring information to be summarized and reported to the federal government for civil rights enforcement. Reported data will not identify any specific individual.

Position Applied For: _____ Date: _____

Referral Source: Newspaper Employee Walk-in School
 Employment Agency Other _____

Applicant's Name _____
 Last First Middle

Address _____
 Street City State Zip Code

Telephone Number _____
 Area Code Telephone

Check One: Male Female

Differing federal regulations require that we have you self-identify under two different sets of definitions. As a result, please self-identify below for the purposes of (1) Racial designations for Adverse Impact Analysis, and (2) Racial designations for Equal Employment Opportunity reporting.

Check one of the following race/ethnic groups in each category below:

Adverse Impact Analysis

- White (Not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black (Not of Hispanic origin) All persons having origins of the Black racial groups of Africa.
- Hispanic All persons of Mexican, Puerto Rican, Cuban, Central American, or other Spanish culture or origin, regardless of race. This does not include persons of Portuguese descent or persons from Central or South America who are not of Spanish origin or culture.
- Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Equal Employment Opportunity Reporting

- Hispanic or Latino A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White (Not Hispanic or Latino) A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, i.e. Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino): All persons who identify with more than one of the above five races; the employee is neither required nor invited to identify which two or more races are implicated.

Please mark the box to the right if you are a veteran

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs – to which it has provided the data – of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

- **You can dispute inaccurate items with the source of the information.** If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 202-326-3761
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 Programs 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 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
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

NOTICE TO PROSPECTIVE EMPLOYEE

By signing the Certification and Asset, you agree that Hubbell Realty Company may obtain a copy of your consumer report, including a credit history report, for purposes of determining your eligibility for employment.

In the event any adverse action were to be taken based in whole or in part on the consumer report, Hubbell Realty Company will first provide a copy of your consumer report and a full description of your rights under the Fair Credit Reporting Act, 15 U.S.C. § 1681a et seq.

Accompanying this notice you will find a written summary of your rights under the Fair Credit Reporting Act.

CERTIFICATION AND ASSENT

It is understood and agreed that any misrepresentation by me in this application can result in cancellation of this application and/or separation from Hubbell Realty Company if I have been employed. I also understand a surety bond, issued by a firm of the company's choice may be a condition of employment at any time with or without cause and without prior notice. I understand that no representative of Hubbell Realty Company has the authority to make any assurances to the contrary.

I give Hubbell Realty Company permission to investigate all references and secure additional information about me. I understand the company may procure a consumer report which may include information regarding my credit history and capacity compiled with information from credit bureaus. I hereby release to Hubbell Realty Company any existing personal information regarding myself relative to the conviction of any criminal act. I understand that a record of a conviction is not an absolute bar to employment but that the seriousness and nature of the crime, the date of the conviction, and the extent of any rehabilitation will be considered.

Hubbell Realty is an equal opportunity employer. Hubbell Realty does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration from employment on a basis prohibited by local, state or federal law.

Signature of Applicant _____ Date _____