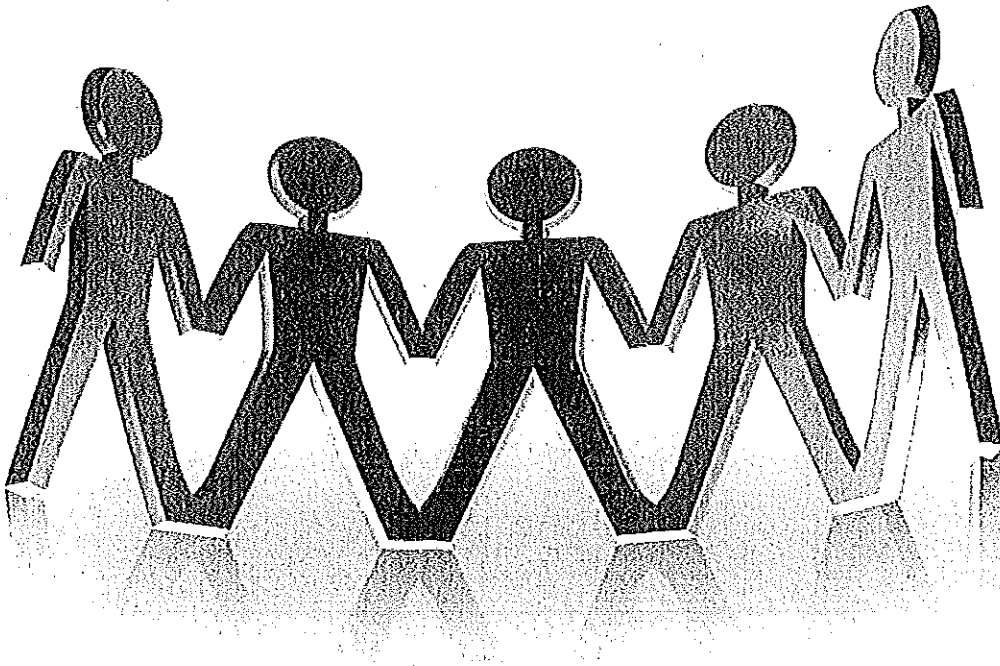


Application for Employment



*College Manor, Inc
300 W. Seminary Avenue
Lutherville, MD 21093
410-252-0440*

Name: _____ Position: _____ Date: _____
Last First Middle

PERSONAL INFORMATION

Name: _____ Social Security #: _____
 Last First Middle
 Present Address: _____ Day Phone #: _____
 Street City State Zip Code
 Permanent Address: _____ Evening Phone #: _____
 Street City State Zip Code
 Have you ever worked for College Manor before? No Yes If yes, list dates and position: _____

EMPLOYMENT DESIRED

Type of Work Desired	Shift	Salary
First Choice		
Second Choice		

How Did You Learn Of This Opening? : _____
 Will you Accept Employment of: Full Time Part Time Temporary
 If Under 16 yrs. Of Age Do You
 Date Available: _____ have a Work Permit? Yes No

EDUCATION/TRAINING

School (only job related education will be considered)	Name and Address of School	Courses Taken	Did You Graduate?	Diploma, Degree, or Certificate Awarded
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Date / /	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Date / /	
Special Training or Qualification			<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Date / /	
Other Classes/Training				

Extracurricular Activities While In School: _____

Area of Specialization or Major Interest: _____

Professional Organization Membership, Honors Received, Volunteer or Community Service or Other Qualifications You Have Which You Feel Are Related to the Position for Which You Are Applying: _____

PROFESSIONAL LICENSES AND/OR CERTIFICATIONS Verification (For Internal Use Only)

Type	Organization or State Issued	Date Issued	Number	Verification (For Internal Use Only)
Type	Organization or State Issued	Date Issued	Number	
Type	Organization or State Issued	Date Issued	Number	

EMPLOYMENT HISTORY

List current (or most recent) employer first and all others in reverse chronological order.

Company Name	Dates Employed From			Month	Year	To	Month	Year
				____/____			____/____	
Address (Street, City, State, Zip Code)	Phone	Starting Salary \$	Ending Salary \$					
Position/Title	Immediate Supervisor's Name and Title							
Job Description and Responsibilities								
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Were you disciplined? (Warnings, Suspensions, Discharge) <input type="checkbox"/> Yes <input type="checkbox"/> No			Reason for Leaving:			

Company Name	Dates Employed From			Month	Year	To	Month	Year
				____/____			____/____	
Address (Street, City, State, Zip Code)	Phone	Starting Salary \$	Ending Salary \$					
Position/Title	Immediate Supervisor's Name and Title							
Job Description and Responsibilities								
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Were you disciplined? (Warnings, Suspensions, Discharge) <input type="checkbox"/> Yes <input type="checkbox"/> No			Reason for Leaving:			

Company Name	Dates Employed From			Month	Year	To	Month	Year
				____/____			____/____	
Address (Street, City, State, Zip Code)	Phone	Starting Salary \$	Ending Salary \$					
Position/Title	Immediate Supervisor's Name and Title							
Job Description and Responsibilities								
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Were you disciplined? (Warnings, Suspensions, Discharge) <input type="checkbox"/> Yes <input type="checkbox"/> No			Reason for Leaving:			

Company Name	Dates Employed From			Month	Year	To	Month	Year
				____/____			____/____	
Address (Street, City, State, Zip Code)	Phone	Starting Salary \$	Ending Salary \$					
Position/Title	Immediate Supervisor's Name and Title							
Job Description and Responsibilities								
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Were you disciplined? (Warnings, Suspensions, Discharge) <input type="checkbox"/> Yes <input type="checkbox"/> No			Reason for Leaving:			

If you have had disciplinary problems with any previous employer, please describe the circumstances: _____

INFORMATION FOR APPLICANT
(Read Carefully Before Signing)

College Manor, Inc. is hereinafter referred to as College Manor.

1) This application is valid for only thirty (30) days. If you have not been employed within thirty (30) days of your application, you must re-apply for a position.

2) By my signature below, I agree to the following:

a) I consent to take any physical examinations, including but not limited to tests for alcohol or drugs, that may be requested by College Manor: (1) following an offer of work prior to commencement of work; and (2) during the course of my employment, consistent with applicable law, including but not limited to the Americans With Disabilities Act. I further authorize any health care professional or testing facility who performs such an examination or who has other information concerning my physical, mental or other medical status to release such information to College Manor. I understand that if my drug screen is positive for any illegal substance, that any offer of employment will be rescinded, or if I have already commenced work, I will be terminated.

b) I understand that any false statements or omissions made by me in connection with my application, or in responding to requests for information, can be sufficient grounds for my rejection as a candidate for employment or for my immediate discharge.

c) I understand that any employment I might be offered by College Manor is at-will, of indefinite duration and not a contract, and that either I or College Manor can terminate that employment at any time with or without notice or cause, for any or no reason, and that no agreement to the contrary will be recognized by College Manor unless made in writing and signed by the Administrator of College Manor. I understand that satisfactory completion of my provisional period will not change my status as an at-will employee.

d) I understand that none of College Manor's practices or policies are to be construed as imposing any binding obligations on College Manor, and that they are subject to change or deletion at any time in College Manor's sole discretion.

e) I hereby authorize College Manor to obtain from schools, former employers, or other individuals or institutions it contacts, any information in their possession regarding my employment history or qualifications for the job for which I have applied. I promise to hold harmless, covenant not to sue and release College Manor, the entities and individuals contacted and their agents from any and all liability which may flow from the obtaining and/or dissemination of such information.

f) I hereby authorize College Manor to obtain a background investigative report made by a security or consumer reporting agency with respect to me. I promise to hold harmless, covenant not to sue and release College Manor, the reporting agency, and their agents from any and all liability which may flow from the obtaining and/or dissemination of such information.

I have read this Employment Application and I fully understand its contents.

Signature of Applicant

Date

CONSUMER DISCLOSURE AND AUTHORIZATION FORM

Disclosure Regarding Background Investigation

___ College Manor, Inc. ___ (the "Company") may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment (including independent contractor assignments, as applicable). This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as "background reports"). These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the Company, throughout your employment or your contract period.

Kroll Background America, Inc. ("Kroll"), or another consumer reporting agency, will prepare or assemble the background reports for the Company. Kroll is located and can be contacted by mail at 100 Centerview Drive, Suite 300, Nashville, TN 37214, and Kroll can be contacted by phone at (800) 400-2761. Information about Kroll's privacy practices is available at www.krollbackgroundscreening.com/legal/privacy/.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be obtained include, but are not limited to: social security number verifications; address history; credit reports and history; criminal records and history; public court records; driving records; accident history; worker's compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; drug/alcohol testing results, and drug/alcohol history in violation of law and/or company policy; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing.

This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; personal interviews with sources such as neighbors, friends and associates; and other information sources. If the Company should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the Company will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

You may request more information about the nature and scope of any investigative consumer reports by contacting the Company. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

ADDITIONAL STATE LAW NOTICES

If you are a California, Maine, Massachusetts, New York or Washington State applicant, employee or contractor, please also note:

CALIFORNIA: Pursuant to section 1786.22 of the California Civil Code, you may view the file maintained on you by Kroll during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at Kroll's offices in person, during normal business hours and on reasonable notice, or by certified mail. You may also receive a summary of the file by telephone, upon submitting proper identification and written request. Kroll has trained personnel available to explain your file to you, including any coded information, and will provide a written explanation of any coded information contained in your file. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification. "Proper identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. If you cannot identify yourself with such information, Kroll may require additional information concerning your employment and personal or family history to verify your identity.

Authorization of Background Investigation

I have carefully read and understand the Disclosure Regarding Background Investigation on pages 1-2 of this form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of background reports by a consumer reporting agency such as Kroll Background America, Inc., and to the release of such background reports to the Company and its designated representatives and agents, for the purpose of assisting College Manor, Inc. (the "Company") in making a determination as to my eligibility for employment (including independent contractor assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the Company hires me or contracts for my services, my consent will apply, and the Company may obtain background reports, throughout my employment or contract period.

I understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form; will be valid for any background reports that may be requested by or on behalf of the Company.

California, Minnesota or Oklahoma applicants only: Please check this box if you would like to receive (whenever you have such right under the applicable state law) a copy of your background report if one is obtained on you by the Company.

Applicant Last Name _____ First _____ Middle _____
Applicant Signature _____ Date _____

IDENTIFYING INFORMATION FOR CONSUMER REPORTING AGENCY

Last Name: _____ First Name: _____ Middle: _____

Other Names Used _____ Years Used _____

Current Address: _____
Street /P. O. Box City State Zip Code County Dates

Former Address: _____
Street /P. O. Box City State Zip Code County Dates

*Social Security Number: _____ Daytime Phone Number: _____

E-mail Address: _____ Driver's License Number: _____ State of Issuance: _____

*Date of Birth: _____ *Gender _____

* This information will be used only for background screening purposes and will not be taken into consideration in any employment decisions.

Sex, Race and Ethnic Group Identification Form

Detach from Application and Hand in Separately
DO NOT SIGN THIS FORM

The federal government requires that an employer maintain records on the race, sex, and ethnic group of its applicants. In order to comply with these requirements, College Manor, Inc. requests that you supply the information sought below. The information is for record keeping purposes only and will not in any way affect any employment decisions. This questionnaire will be kept separate from your application.

Position applied for: _____

Sex: _____ Race: _____

Ethnic Group (Check if you are a member of the Ethnic Group)

_____ American Indian (including Alaskan Natives)

_____ Asian (including Pacific Islanders)

_____ Hispanic (including persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Origin or culture)

In Conformity with applicable laws, College Manor, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, sex, age, marital status, national origin, or disability.