





# Employment Application

\_\_\_\_\_, 202\_\_

\_\_\_\_\_  
*Last name*

\_\_\_\_\_  
*First name*

\_\_\_\_\_  
*Middle name*

**Job History.** Please include all full time and part time jobs starting with your present or last job, including self employment (attach additional pages as necessary). You may exclude organizations which indicate any protected status (i.e., race, color, gender, national origin, disabilities or any other status protected by local, state, or federal law).

<b>1</b>	Employer	Telephone
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Reason for Leaving
	Job Title and Work Responsibilities	

<b>2</b>	Employer	Telephone
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Reason for Leaving
	Job Title and Work Responsibilities	

<b>3</b>	Employer	Telephone
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Reason for Leaving
	Job Title and Work Responsibilities	

**Douglas Emmett is an Equal Opportunity Employer**

\_\_\_\_\_  
*Last name*

\_\_\_\_\_  
*First name*

\_\_\_\_\_  
*Middle name*

**Job History (cont).**

<b>4</b>	Employer	Telephone
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Reason for Leaving
	Job Title and Work Responsibilities	

<b>5</b>	Employer	Telephone
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Reason for Leaving
	Job Title and Work Responsibilities	

<b>6</b>	Employer	Telephone
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Reason for Leaving
	Job Title and Work Responsibilities	

Please explain any gaps in your employment: \_\_\_\_\_



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\_\_\_\_\_ *Last name*                      \_\_\_\_\_ *First name*                      \_\_\_\_\_ *Middle name*

## Education.

_____ <i>name</i>	_____ <i>Street</i>	_____ <i>City</i>	_____ <i>State</i>	_____ <i>Zip Code</i>
<b>High School</b>		Graduated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

_____ <i>name</i>	_____ <i>Street</i>	_____ <i>City</i>	_____ <i>State</i>	_____ <i>Zip Code</i>
<b>College</b>	From _____ to _____ <i>Dates attended</i>	Graduated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				_____ <i>Degree</i>

_____ <i>name</i>	_____ <i>Street</i>	_____ <i>City</i>	_____ <i>State</i>	_____ <i>Zip Code</i>
_____ <i>Type of school</i>	From _____ to _____ <i>Dates attended</i>	Graduated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				_____ <i>Degree</i>

I am proficient in the following languages other than English: \_\_\_\_\_

## References. List 3 persons not related to you who know about your work performance within the last 3 years:

Name: _____ <i>Last name</i>	_____ <i>First name</i>	_____ <i>Employer</i>	_____ <i>Title</i>
In what capacity and for how long did you work with this reference? _____			_____ <i>Phone</i>
Name: _____ <i>Last name</i>	_____ <i>First name</i>	_____ <i>Employer</i>	_____ <i>Title</i>
In what capacity and for how long did you work with this reference? _____			_____ <i>Phone</i>
Name: _____ <i>Last name</i>	_____ <i>First name</i>	_____ <i>Employer</i>	_____ <i>Title</i>
In what capacity and for how long did you work with this reference? _____			_____ <i>Phone</i>

**Criminal History.** Douglas Emmett will consider criminal histories in a manner consistent with all applicable local, state, and federal laws, including but not limited to the California Fair Chance Act and Los Angeles Fair Chance Initiative for Hiring Ordinance. Where required by applicable law, Douglas Emmett will not inquire into an applicant’s criminal history (either from the applicant or any third party) until a conditional offer of employment has been made. Once a conditional offer has been made, Douglas Emmett will investigate the criminal history of all applicants, and may choose to withdraw a conditional offer based on the results, to the extent permitted by applicable law. By submitting this application, employee understands that a background check will be procured following a conditional offer of employment in accordance with standard company policy. The employee will be provided with a separate Background Check Disclosure and Authorization Form prior to any such report being procured.

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\_\_\_\_\_, 202\_\_

\_\_\_\_\_  
*Last name*

\_\_\_\_\_  
*First name*

\_\_\_\_\_  
*Middle name*

**Please Read Carefully, Initial Each Paragraph, Sign and Date Below:**

*initial* \_\_\_\_\_ I hereby certify that (i) I have not knowingly withheld any information and that the answers given by me are true and correct to the best of my knowledge and that (ii) I have personally completed this application. I understand that any omission or misstatement of fact on this application or on any documents used to secure employment which is deemed material by Douglas Emmett shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

*initial* \_\_\_\_\_ I understand that nothing contained in this application, or conveyed during any conversations is intended to create an employment contract between me and Douglas Emmett or any of Douglas Emmett’s agents, related entities, affiliates, or subsidiaries. In addition, I understand and agree that if I am hired, my employment will be “at-will,” and that I would be free to leave employment at any time, with or without a reason and with or without notice. Douglas Emmett also would have the right to end my employment at any time, with or without a reason and with or without notice. Any agreement for employment for a specific period of time or contrary to the policy of at-will employment must be in writing signed by me and by either Douglas Emmett’s Chief Executive Officer or its Chief Operating Officer.

**My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between Douglas Emmet and me concerning the topics addressed herein, and supersedes any prior inconsistent understandings between Douglas Emmett and me on such issues.**

**X** \_\_\_\_\_  
(Applicant) SIGNATURE

\_\_\_\_\_  
DATE