



Thank you for inquiring about the CondoJobs Recruiting Service for licensed managers seeking positions in community association management. We have been serving the needs of condominiums, homeowners associations, board members and managers for 34 years. You may view current job openings on our website at CondoJobs.com. Check back often, the website is updated frequently. The cost of our service is quite reasonable when compared with traditional employment agencies. CondoJobs charges 5% of the first year's salary. There is a \$35 nonrefundable annual registration fee.

This service is available to community association managers with a current, active and clean CAM license. To get started, please complete and sign the enclosed agreement, fill out the profile form and return them along with a check or payment form for the \$35 registration fee. Please include a copy of your CAM license, resume, cover letter and references. After we receive your forms and payment, we offer your services to communities whose requirements most closely match your qualifications. When an interview is requested, we offer to arrange a convenient time.

Please complete and return:

1. The agreement
2. The profile
3. A check for the \$35 registration fee or the debit/credit card authorization
4. A copy of your CAM license
5. A copy of your resume and references (emailed to Lisa@CondoJobs.com in Word format)

We wish you the best in your job search.

Thank you,

Lisa Pinder



Agreement

Name: _____

Address: _____

Requests to be enrolled in the CondoJobs Recruiting Service and agrees to the following terms:

- The manager agrees to pay a fee of 5% of the first year's gross salary for this service upon acceptance of a job where CondoJobs made a referral. _____
please initial
- All fees shall be due and payable in full at the offices of CondoJobs within 48 hours of accepting the position. _____
please initial
- In any dispute arising out of this agreement, venue shall be in Palm Beach County, Florida. _____
please initial
- In any legal action to enforce this agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and court costs. _____
please initial

CondoJobs Recruiting Service:

Manager:

By: _____ By: _____

Signature

Date: _____ Date: _____

CondoJobs Profile

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home phone: _____ Cell phone: _____

Fax: _____ Email: _____

Current Employment (confidential): _____

CAM license # _____ Renewal date: _____

1. Location desired: _____

2. Willing to relocate: _____ 3. Salary desired: _____

4. Years of association management experience: _____ 5. Live on or off: _____

6. Number of family members: _____ 7. Pets: _____

8. Date available: _____ 9. Consider multiple sites: _____

10. Work as a couple: _____

Experienced in:

- | | | | |
|--------------------------------------|---------------------------------------|--|---|
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Computers | <input type="checkbox"/> New construction | <input type="checkbox"/> Rules enforcement |
| <input type="checkbox"/> High rise | <input type="checkbox"/> Waterfront | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Real estate license |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Major repair | <input type="checkbox"/> Staff supervision | <input type="checkbox"/> Hands on maintenance |
| <input type="checkbox"/> Renovation | <input type="checkbox"/> Security | <input type="checkbox"/> Concrete restoration | |
| <input type="checkbox"/> Marina | <input type="checkbox"/> Purchasing | <input type="checkbox"/> Maintenance supervision | |
| <input type="checkbox"/> Bilingual | | | |

Have you had industry specific advanced training? _____

Is yes, please specify: _____

Do you have a professional designation? _____

Comments _____



Authorization to charge my debit or credit card

I authorize CondoJobs Recruiting Service to charge my debit or credit card \$35 for the registration fee for CondoJobs Recruiting Service. I understand that this will pay for my enrollment for 12 months from the date below.

Debit/Credit Card Number: _____

Expiration Date: _____ 3 digit security code: _____

Type: _____

Name on Card: _____

Address: _____

Signed: _____

Date: _____