

## **NOTICE TO APPLICANTS**

### **EQUAL OPPORTUNITY EMPLOYER**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at WRH Realty Services, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

Applicants and/or employees' questions or concerns should be referred to the Human Resources Department.

### **E-Verify and Federal Form I-9**

WRH Realty Services hires only U.S. citizens and lawfully authorized alien workers. All selected applicants are required to complete Section 1 of federal Form I-9 (Employment Eligibility Verification) and to provide identification and either proof of U.S. citizenship or proof of authorization to work in the U.S.

In addition, WRH Realty Services uses E-Verify as part of the I-9 process to verify the work eligibility of all new hires. E-Verify is an Internet-based system that compares information from an employee's Form I-9 to data from U.S. Department of Homeland Security and Social Security Administration records.

Additionally, the U.S. Citizenship and Immigration Services (USCIS) web site provides answers to many questions about E-Verify asked by employers and employees. If you have additional questions, please contact the human resources office at 727-892-3010.

### **DRUG FREE WORKPLACE**

WRH Realty Services has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the residents, investors and owners we serve. The unlawful or improper presence of use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment a Drug Free Workplace.

All applicants for employment with WRH Realty Services will be required to submit to a pre-employment drug screening.

## **CRIMINAL BACKGROUND CHECK DISCLOSURE STATEMENT**

In connection with your employment application, WRH may obtain a 'criminal background report' about you for employment purposes. The information contained in such criminal background reports may be used by WRH for employment purposes, such as hiring you.

A 'criminal background report' may contain the following types of information about you: criminal history including felony filings, misdemeanor filings and motor vehicle records, etc.

If WRH obtains a 'criminal background report' about you, and WRH considers any information when making an employment decision that directly and adversely affects you, you will be provided with a copy of the applicable reports.