

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION: DATE: _____

NAME: _____

PRESENT ADDRESS: _____

PERMANENT ADDRESS: _____

PHONE NUMBER: - (____) _____ SOC. SEC. #- _____

STATE NAME AND RELATIONSHIP OF ANY REFERRED
RELATIVES IN OUR EMPLOY: _____ BY: _____

EMPLOYMENT DESIRED:

POSITION: _____ DATE YOU CAN START: _____ SALARY DESIRED: _____

ARE YOU CURRENTLY EMPLOYED? _____ MAY WE CONTACT YOUR EMPLOYER? _____

HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? _____ WHERE? _____ WHEN? _____

EDUCATION:

SCHOOL	NAME AND LOCATION	GRADUATED		MAJOR SUBJECTS	GPA
		YES	NO		
GRAMMAR SCHOOL	_____				
HIGH SCHOOL	_____				
COLLEGE	_____				
OTHER (SPECIFY)	_____				

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK: _____

SPECIAL TRAINING: _____

ACTIVITIES: (CIVIC, ATHLETIC, ETC.) _____
(Exclude Organizations, the Name or Character of which indicates the Race, Creed, Sex, Marital Status, Age, Color, or National Origin of its Members.)

(CONTINUED ON OTHER SIDE)

This employment application has been designed for general use throughout the United States. At the time of publication, every effort was made to assure that the form complies with all general and certain state requirements prohibiting employment discrimination. However, legal requirements may vary from state to state and laws change frequently. Our company assumes no responsibility for inclusions of any questions in this form which violate local, State and or Federal laws.

Technology , Software, Goals and Soft Touches

What Software have you used

What e mail program are you using?

What does teamwork mean to you ?

(CHECK) Computer ___ Type _____ Software/ Win 95/98/2000/ME, XP _____

Word processor _____ Modem _____ Internet Cable _____

Web site loading/ Front page knowledge _____

• ARE YOU PLANNING TO CONTINUE YOUR EDUCATION: YES NO (CIRCLE ONE)

• OTHER EDUCATION/ SPECIAL TRAINING REAL ESTATE DESIGNATIONS:

REAL ESTATE LICENSE S HELD: ___ SALES ASSOCIATE ___ BROKER ___ STATES _____

IF NO REAL ESTATE LICENSE, HAVE YOU BEGUN THE COURSE WORK REQUIRED BY THE STATE ___ YES ___ NO

IF YES, WHEN DO ANTICIPATE TAKING THE STATE TEST? _____

IF NO, WHEN WILL YOU BEGIN COURSES AND HOW LONG DO YOU ANTICIPATE YOU WILL NEED TO COMPLETE COURSES REQUIRED?

PERSONAL GOALS

WHAT ANNUAL INCOME ARE YOU PLANNING TO ACHIEVE? _____

WHAT IS YOU PERCEPTION OF THE JOB DESCRIPTION OF A REAL ESTATE SALES ASSOCIATE? IN OTHER WORDS, DESCRIBE THE SALES ASSOCIATE's JOB?

OF ALL YOUR JOBS, WHICH HAVE YOU LIKED THE MOST? WHY?

What do you think of performance incentives ? (activities that increase company and employee income)

FORMER EMPLOYERS:

LIST YOUR LAST FOUR EMPLOYERS, STARTING WITH PRESENT OR MOST RECENT.

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM		\$		
TO		PER		
FROM		\$		
TO		PER		
FROM		\$		
TO		PER		
FROM		\$		
TO		PER		

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

IN CASE OF EMERGENCY, NOTIFY: _____

ADDRESS: _____ PHONE: _____

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARIES, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

SIGNED: _____ DATE: _____

APPLICANT — DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____ DATE: _____

REMARKS: _____

NEATNESS: _____

ABILITY: _____

HIRED: _____ DEPT: _____ POSITION: _____

START DATE: _____ SALARY: _____

APPROVALS:

1. _____ 2. _____ 3. _____

EMPLOYMENT MANAGER

EMPLOYMENT HEAD

GENERAL MANAGER

PERSONAL REAL ESTATE ASSISTANT