



## APPLICATION FOR EMPLOYMENT

Outer Beaches Realty is an equal opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, creed, religion, sex, national origin, ancestry, sexual orientation, marital status, military status or the presence of any non-job related medical condition or handicap. Please keep in mind that the questions contained in this application are not intended to be discriminatory based on any non-job information.

### PERSONAL DATA

Name

Social Security Number

Current Address (Street Address or Box Number, City, State, ZIP)

Daytime Phone Number (Area code first)

Evening Phone Number (Area code first)

### POSITION(S) APPLIED FOR

Type of Work Desired:

Full Time       Part Time       Temporary

Date Available to Start

### GENERAL INFORMATION

1. Have you ever been employed by us?

Yes       No

If yes, please give dates of employment, position(s) held and state your name while employed, if different from present name.

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2. Days available to work (please check all that apply):

Monday       Tuesday       Wednesday       Thursday       Friday       Saturday       Sunday

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3. Do you have any commitments to another employer that might affect your employment here?

Yes       No

If yes, please explain:

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4. Are you at least 18 years of age?

Yes       No

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5. Have you ever been convicted of a felony, or released from prison in the past 10 years? Note: A yes answer does not automatically disqualify you from employment since the nature of the offense, date and type of job for which you are applying will be considered.

Yes       No

If yes, please explain:

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6. Have you been charged with a crime that has not yet resulted in a plea of guilty, court trial or dropping of the charge? Note: A yes answer will not automatically disqualify you from employment.

Yes       No

If yes, please explain:

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7. Do you have any language abilities (such as reading or speaking a foreign language) that might help you perform the job(s) for which you are applying?

Yes       No

If yes, please explain:

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8. Do you have any experience from your military service that would be relevant to the job(s) for which you are applying?

Yes No

If yes, please explain:

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9. The following is a Special Questions section. Some of the questions may not apply to the job(s) you are applying for but please answer them to the best of your ability.

a. Do you have a valid driver's license?

Yes No

b. During the past seven years, have you been denied a driver's license or convicted of a moving traffic offense, including, but not limited to, driving while intoxicated or reckless driving?

Yes No

If yes, please explain:

c. Do you have a North Carolina Real Estate License (broker or salesperson)?

Yes No

d. During the past several years, have you ever been disciplined by the Board of Realtors or Real Estate Commission or had your license suspended, revoked or received a reprimand?

Yes No

e. Skills Area Questions

List the business machines, computers and word processors you can operate:

Word Processing

Yes No

Please list:

Computer Experience

Yes No

Please list:

f. Questions Where Job Involves Manual Labor

Are you physically able to lift 50 lb. sacks on a continued, hour-by-hour, day-by-day basis?

Yes No

Do you agree to take a test, at your own risk, to prove your ability?

Yes No

g. Questions Where Job Involves Account Receivable, Handling Cash, Etc.

Have you ever been convicted, pled guilty or pled "no contest" to any criminal offense involving dishonesty or a breach of trust, including, but not limited to, theft, fraud, passing bad checks, credit card fraud, forgery or other crime? (If you were charged but the charges were dropped or you were acquitted, answer "No".)

Yes No

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## 10. EMPLOYMENT HISTORY

Name of Employer

Phone

Position

Dates of Employment

Name of Supervisor

Reason for Leaving

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Name of Employer

Phone

Position

Dates of Employment

Name of Supervisor

Reason for Leaving

---

Name of Employer

Phone

Position

Dates of Employment

Name of Supervisor

Reason for Leaving

---

#### 11. EDUCATIONAL DATA

High School (Name of School and Location)

Check Highest Grade Completed:

1      2      3      4      5      6      7      8      9      10      11      12

Did you graduate?

Yes      No

Technical, Vocational, Business or Military Training (Name of School and Location)

Did you graduate?

Yes      No

Did you receive a:

Degree      Diploma      Certificate

Major course of study?

College or University (Name of School and Location)

Did you graduate?

Yes      No

Did you receive a:

Degree      Diploma      Certificate

Major course of study?

Graduate School (Name of School and Location)

Did you graduate?

Yes      No

Did you receive a:

Degree      Diploma      Certificate

Professional Seminars (Name of Seminar and Location)

Did you graduate?

Yes      No

Did you receive a:

Degree      Diploma      Certificate

ADDITIONAL JOB-RELATED SEMINARS, SHORT COURSES, WORKSHOPS OR OTHER EDUCATIONAL EXPERIENCES:

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12. REFERENCES: List three individuals who are not former employers or relatives:

Name

Address (Street or Box, City, State, ZIP)

Phone

Occupation

Name

Address (Street or Box, City, State, ZIP)

Phone

Occupation

Name

Address (Street or Box, City, State, ZIP)

Phone

Occupation

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13. Please list and describe any paid or unpaid activities, honors, experience or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application. Omit any activities, honors, memberships or other items that tend to identify your race, sex, national origin, age, handicap or other personal traits.

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14. Please add any additional information that you think might be relevant to a decision to hire you.

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## IMPORTANT

I promise that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, if discovered at a later date. I agree to immediately notify the Company if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my application is pending, or during my period of employment, if hired.

Please check box to agree:

I give permission for a complete pre-employment physical examination, including a drug screening, exam and x-rays, and I consent to the release to the Company of any and all medical information, as may be deemed necessary by the Company in judging my capability to do the work for which I am applying.

Please check box to agree:

I authorize the investigation of all statements contained in this application. I also authorize the Company to contact my present employer, past employers and listed references. I understand that the Company may request an investigative consumer report from a consumer reporting agency that includes information as to my character, general reputation, personal characteristics and mode of living. I also understand that under the Federal Fair Credit Reporting Act, I have the right to make a written request to the Company, within a reasonable time, for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

Please check box to agree:

I authorize any person, school, current employer and organizations named in this application form to provide the Company with relevant information and opinion that may be useful to the Company in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

Please check box to agree:

I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME. I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

Please check box to agree:

Date

Signed (By typing your name here, you agree to all the terms above and legally bind this document.)

THIS APPLICATION FOR EMPLOYMENT WILL REMAIN ACTIVE FOR THE BELOW NUMBER OF WEEKS:



Hatteras Island, NC

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