



IMPORTANT

Read Carefully and Initial Each Paragraph Before Signing

By my signature and initials placed below, 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.

_____Initials

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.

_____Initials

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.

_____Initials

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.

_____Initials

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.

_____Initials

Date _____ Signed _____

THIS APPLICATION FOR EMPLOYMENT WILL REMAIN ACTIVE FOR _____ WEEKS

Rev. April 09



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, age, 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: (_____) _____ Evening Phone: (_____) _____
Area Code Area Code

POSITION(S) APPLIED FOR _____

Type of Work Desired: ___ Full Time ___ Part Time ___ Temporary Date Available to Start _____

GENERAL INFORMATION (PLEASE CIRCLE YES OR NO)

- Have you ever been employed by us? If yes, please give dates of employment, position(s) held, and state your name while employed, if different from present name. YES NO
- Days available to work (please circle all that apply)
Monday Tuesday Wednesday Thursday Friday Saturday Sunday
- Do you have any commitments to another employer that might affect your employment here? If yes, please explain: YES NO
- Are you at least 18 years of age? YES NO
- 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. If yes, please explain: YES NO
- Have you been charged with a crime that has not yet resulted in a plea of guilty, court trial, or a dropping of the charge? Note: A yes answer will not automatically disqualify you from employment. If yes, please explain: YES NO
- 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? If yes, please explain: YES NO
- Do you have any experience from your military service that would be relevant to the job(s) for which you are applying? If yes, please explain: YES NO
- Special Questions. Answer the following questions *only if checked*.
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? If yes, please explain: _____

YES NO

___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 processor you can operate:

Word Processing (please explain) _____ YES NO

Computer Experience (please explain) _____ YES NO

___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 of injury, 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

10. EMPLOYMENT HISTORY

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 _____

Name of Employer _____ Phone _____

Position _____ Dates of Employment _____ Name of Supervisor _____

Reason for Leaving _____

11. EDUCATIONAL DATA

Schools Attended	Name of School and Location	Did You Graduate? Yes/No	Degree/Diploma/Certificate?	Major Course of Study
High School	Circle Highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12		Do Not Answer	Do Not Answer
Technical, Vocational, Business or Military Training				
College or University				
Graduate School				
Professional Seminars				

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

12. REFERENCES: List Three Individuals Who Are Not Former Employers Or Relatives

Name	Address	City, State, Zip	Phone	Occupation
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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.

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

