

REAL ESTATE ASSISTANT EMPLOYMENT APPLICATION

NAME:		PHONE:		FAX:	
ADDRESS:			CITY, STATE, ZIP		
LENGTH OF TIME AT CURRENT ADDRESS			PREVIOUS ADDRESS		

EDUCATION HISTORY

NAME OF INSTITUTION/CITY	DATES ATTENDED	PROGRAM

EMPLOYMENT HISTORY

BUSINESS NAME	ADDRESS AND PHONE	POSITION	WAGES	DATES

DO YOU HAVE YOUR OWN EMAIL ADDRESS?		IF SO, PROVIDE IT HERE	
WHICH COMPUTER APPLICATIONS ARE YOU FAMILIAR WITH?			
		TYPING W.P.M	
HAVE YOU WORKED IN THE REAL ESTATE BUSINESS PREVIOUSLY?		IF SO EXPLAIN	
		NUMBER OF YEARS?	

PLEASE RATE YOUR SKILLS Least Competent (1 – 10) Most Competent or ? if never used

Microsoft Publisher	Act	Internet Explorer	PhotoShop	Microsoft Word	Scanning Docs	Digital Cameras	Web Design
Outlook	Network Admin	Organizational Skills	Phone Manner	Facebook Business Page	HTML	Interior Design	Drawing

PREFERENCES

Do You Smoke?		Do You Drive?		Do You have a Car?		Type of Vehicle		Available for Errands?	
If Offered a Job, when could you start?		How many hours would you prefer to work per week			What Time?				
Are there Days of the week you prefer not to work?			Explain						
If given a choice, when would be your ideal start and end time be for your work day?					-	Any special skills not mentioned?			
Would you have another Job?		What Hourly wage do you feel you need to be started at?			Do you have health insurance?				

OTHER

In Case of Emergency, who would you like contacted?		Relationship
How did you learn of this job opportunity?	Did someone refer you for this job?	If so who?

On the reverse side or additional sheet, please provide a brief paragraph on why you feel you would like this job and how you would be good at it.

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause."

Signature

Date

Please email completed application to AATOM@ME.com