

Application For Employment

(Please Print)



P.O. Box 1630/Kill Devil Hills, NC 27948
252.441.7033

Date of Application _____

Position(s) Applied For _____

Division: Sales _____ Rentals _____ Housekeeping _____ Sun Services _____ Other _____

Name _____
Last First Middle

Current Address _____
Number Street City County State Zip

Previous Address _____
Number Street City County State Zip

How long at this address? _____ (If 10 years or longer it is not necessary to fill out second "previous address" line.)

Previous Address _____
Number Street City County State Zip

Home Phone No. () _____ Work Phone No. () _____

Social Security No. _____ Emergency Phone No. () _____

Emergency Contact Person _____

Have you ever been employed with Sun Realty before? _____ Date _____

List any friends or relatives employed by Sun Realty _____

Are you available to work Full Time _____ Part Time _____ Date available to begin work _____

Days available for work _____

Who referred you to Sun Realty? _____

Can you travel if a job requires it? _____ Do you have access to transportation? _____

Drivers license number _____ State _____ Rate of pay expected _____

Are you legally eligible for employment in the U.S.? _____

Do you have a North Carolina Real Estate License? _____ License Number _____

Is there now or has there ever been a complaint or action against your North Carolina Real Estate License?

If yes, give details _____

ALL EMPLOYMENT WITH SUN REALTY IS "AT WILL" AND REMAINS "AT WILL"

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of non-job related medical condition or disability. Sun Realty is an Equal Opportunity Employer.

Employment Experience

List each job held. Start with your present or most recent job. Include military service assignments.

1	Employer	Telephone ()	Dates		Describe the Work Performed
			From	To	
	Address				
	Job Title		Hourly Rate/Salary		
			Starting	Final	
Supervisor					
Reason for Leaving					
2	Employer	Telephone ()	Dates		Describe the Work Performed
			From	To	
	Address				
	Job Title		Hourly Rate/Salary		
			Starting	Final	
Supervisor					
Reason for Leaving					
3	Employer	Telephone ()	Dates		Describe the Work Performed
			From	To	
	Address				
	Job Title		Hourly Rate/Salary		
			Starting	Final	
Supervisor					
Reason for Leaving					
4	Employer	Telephone ()	Dates		Describe the Work Performed
			From	To	
	Address				
	Job Title		Hourly Rate/Salary		
			Starting	Final	
Supervisor					
Reason for Leaving					

We may contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT Employer Number(s) _____ Reason(s) _____

Have you ever been convicted of a felony? _____ Have you ever been convicted of a 2 year misdemeanor? _____

If yes, please explain _____

Are you a veteran of the U.S. military service? _____

If yes, what was your branch of U.S. military service? _____

Education

	Elementary	High School	College/University	Graduate/Professional
School Name				
Years Completed (circle)				
Describe Course of Study				
Diploma/Degree				
Describe Specialized Training, Apprenticeship & Skills				

Honors Received _____

Do you type? _____ If yes, _____ words per minute. Do you have computer knowledge/experience?

Please describe in full _____

Give name, address and phone number of three references not related to you.

Name _____

Position _____

Address _____

Phone Number _____

Name _____

Position _____

Address _____

Phone Number _____

Name _____

Position _____

Address _____

Phone Number _____

List professional, trade business or civic activities and offices held _____

What do you have to offer Sun Realty? _____

Agreement

I certify that answers given herein are true and complete to the best of my knowledge with no missing information, which would make this application incorrect.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I specifically release from all liability Sun Realty and any persons, companies or organizations that may be contacted to verify or supplement any information I have provided.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by the Policy and Procedure Manual of Sun Realty.

I acknowledge that Sun Realty is a drug free workplace. I understand that employment is conditional upon satisfactory completion of a pre-employment drug test.

I agree to testing now and in the future as set forth in Sun Realty's DFWP policy.

I understand that nothing in the application process is intended to create an employment contract and that no promises regarding employment have been made to me. I understand that if I am employed, it will be for no specific period of time and that this employment will be terminable at any time without notice for any reason or for no reason or cause. I understand that no supervisor or other management employee has the authority to alter this at-will relationship unless stated in writing and signed by me and an officer of Sun Realty.

Signature of Applicant

Date