



# 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 \_\_\_\_\_

Email Address: \_\_\_\_\_

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, sexual preference or gender identity, 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 of Employment _____ to _____ Begin End	Describe the Work Performed _____ _____ _____
	Address			
	Job Title		Hourly Rate/Salary _____ to _____ Starting Final	
	Supervisor			
	Reason for Leaving			
2	Employer	Telephone ( )	Dates of Employment _____ to _____ Begin End	Describe the Work Performed _____ _____ _____
	Address			
	Job Title		Hourly Rate/Salary _____ to _____ Starting Final	
	Supervisor			
	Reason for Leaving			
3	Employer	Telephone ( )	Dates of Employment _____ to _____ Begin End	Describe the Work Performed _____ _____ _____
	Address			
	Job Title		Hourly Rate/Salary _____ to _____ Starting Final	
	Supervisor			
	Reason for Leaving			
4	Employer	Telephone ( )	Dates of Employment _____ to _____ Begin End	Describe the Work Performed _____ _____ _____
	Address			
	Job Title		Hourly Rate/Salary _____ to _____ 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) \_\_\_\_\_

\_\_\_\_\_

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				
Describe Course of Study				
Diploma/Degree				
Describe Specialized Training, Apprenticeship & Skills				

Honors Received \_\_\_\_\_

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Do you type? \_\_\_\_\_ If yes, \_\_\_\_\_ words per minute.

Do you have computer knowledge/experience? \_\_\_\_\_

Please describe in full: \_\_\_\_\_

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

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Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

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Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

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Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

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List professional, trade business or civic activities and offices held: \_\_\_\_\_

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What do you have to offer Sun Realty? \_\_\_\_\_

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# 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 testing, background screening, and motor vehicle report (required when driving a company vehicle).

I agree to testing now and in the future as set forth in Sun Realty's Drug Free Workplace and Background Screening policies.

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 \_\_\_\_\_