



"Real Estate Specialists"

19172 Grand River Avenue
Detroit, MI 48223
(313) 533-6300 OFFICE
(313) 533-0340 FAX

(For office Use Only)

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Please fill out the application completely even if you attach a resume. Please be aware that applications can only be accepted for current openings. Qualified applicants will receive equal consideration. No question is asked for the purpose of excluding any applicant on the basis of race, color, national origin, religion, age, sex, disability, or any other factor prohibited by law or regulation. Real Estate Management Specialists, Inc. is an equal opportunity employer.

DATE _____

PERSONAL INFORMATION

NAME (LAST, FIRST, MIDDLE INITIAL) SOCIAL SECURITY NUMBER
PRESENT ADDRESS CITY STATE ZIP CODE
PHONE NUMBER DAY () EVENING () EMAIL ADDRESS REFERRED BY

POSITION APPLYING FOR DATE YOU CAN START SALARY DESIRED
ARE YOU CURRENTLY EMPLOYED? YES NO IF YES, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? YES NO
HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? YES NO IF YES, WHEN? HAVE YOU EVER WORKED FOR THIS COMPANY BEFORE? YES NO IF YES, WHEN?

AVAILABILITY FOR WORK

THIS POSITION REQUIRES LATE NIGHTS DURING THE WEEK, WILL YOU BE AVAILABLE? YES NO
THIS POSITION REQUIRES WEEKEND HOURS ARE YOU AVAILABLE? YES NO
DO YOU HAVE ANY ON-GOING OBLIGATIONS OR OTHER PERSONAL COMMITMENTS THAT WOULD AFFECT YOUR WORK SCHEDULE? YES NO IF YES, PLEASE DESCRIBE:

PERSONAL

IF REQUESTED, WOULD YOU BE WILLING TO TAKE A DRUG/ALCOHOL SCREENING EXAM AS A CONDITION OF EMPLOYMENT? YES NO
ARE YOU AT LEAST 18 YEARS OLD? YES NO
CAN YOU PROVIDE DOCUMENTED PROOF OF U.S. CITIZENSHIP OR, IF AN ALIEN, PROOF OF AUTHORIZATION TO WORK IN THE UNITED STATES? YES NO
HAVE YOU EVER BEEN DISCIPLINED OR TERMINATED? YES NO IF YES, PLEASE EXPLAIN:
HAVE YOU EVER BEEN CONVICTED OF ANY LAW VIOLATION, EXCEPT A MINOR TRAFFIC VIOLATION? YES NO (A CRIMINAL RECORD DOES NOT AUTOMATICALLY BAR EMPLOYMENT) IF YES, PROVIDE DETAILS:

EDUCATION AND TRAINING

	SCHOOL NAME CITY AND STATE	# YEARS ATTENDED	DID YOU GRADUATE?	MAJOR SUBJECTS, SPECIAL COURSES DEGREES
HIGH SCHOOL				
COLLEGE OR UNIVERSITY				
GRADUATE SCHOOL				
OTHER EDUCATION				
LICENSES AND CERTIFICATIONS				
SPECIAL SKILLS				

EMPLOYMENT RECORD: DO NOT indicate “see resume”.

Give a complete account of your employment, including salary history. Begin on the first line with your present or most recent position and work back. Please attach an additional sheet if necessary and include all periods of unemployment.

MONTH/YR STARTED	<u>NAME, ADDRESS, PHONE OF EMPLOYER</u>	STARTING SALARY	POSITION/DUTIES	REASON FOR LEAVING
MONTH/YR ENDED		ENDING SALARY		SUPERVISOR'S NAME & TITLE

WHAT DID YOU LIKE ABOUT THIS JOB?	WHAT DID YOU DISLIKE ABOUT THIS JOB?
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MONTH/YR STARTED	<u>NAME, ADDRESS, PHONE OF EMPLOYER</u>	STARTING SALARY	POSITION/DUTIES	REASON FOR LEAVING
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MONTH/YR ENDED		ENDING SALARY		SUPERVISOR'S NAME & TITLE
WHAT DID YOU LIKE ABOUT THIS JOB?		WHAT DID YOU DISLIKE ABOUT THIS JOB?		

WORK REFERENCES: Please provide a minimum of three.

FIRST NAME, LAST NAME	COMPANY & TITLE	RELATIONSHIP TO YOU	TELEPHONE NUMBER

PERSONAL REFERENCES: Please provide a minimum of two people who are not related to you.

FIRST NAME, LAST NAME	COMPANY & TITLE	RELATIONSHIP TO YOU	TELEPHONE NUMBER

CERTIFICATE OF APPLICANT (Read carefully before signing.)

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may result in rejection of my application or if employed, may result in subsequent dismissal. I hereby authorize all former employers, educational institutions, personal references and others identified hereon, including their employees or representatives, to furnish or provide full and complete reports, documents or information to Real Estate Management Specialists Inc. or its representative concerning my prior educational and work histories, criminal and driving records, or other information I have provided hereon. I waive, release, indemnify and hold harmless Real Estate Management Specialists Inc., its subsidiaries or affiliate companies, employees and representatives and all other persons or entities from all liability and all claims of any nature whatsoever pertaining to the disclosure or use of information or written material as described above. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time by either myself or the company. I understand that any employment agreement to the contrary must be in writing and approved by the Company's Office Manager or Owner. If employed, I agree to comply with all rules of the company as a condition of continued employment.

DATE _____

SIGNATURE OF APPLICANT _____