

CERTIFICATIONS/LICENSES:

Name of Certification/License	Issuing State	Certification/License Number

WORK HISTORY: Starting with your present or most recent job, list 10 years of work experience and periods of unemployment. If additional space is needed, attach additional sheets. **APPLICANTS MUST FILL OUT THIS SECTION EVEN IF ATTACHING A RESUME.** (If discharged from the military, please only list if you were adjudicatively discharged under “reason for leaving.”)

Employer		From	To	Phone
Address		Supervisor		
Job Title		Starting Salary		Current Salary
Duties/Responsibilities				
Reason for Leaving				
May we contact this employer for a reference?				

Employer		From	To	Phone
Address		Supervisor		
Job Title		Starting Salary		Ending Salary
Duties/Responsibilities				
Reason for Leaving				
May we contact this employer for a reference?				

Employer		From	To	Phone
Address		Supervisor		
Job Title		Starting Salary		Ending Salary
Duties/Responsibilities				
Reason for Leaving				
May we contact this employer for a reference?				

Employer		From	To	Phone
Address		Supervisor		
Job Title		Starting Salary		Ending Salary
Duties/Responsibilities				
Reason for Leaving				
May we contact this employer for a reference?				

PROFESSIONAL REFERENCES: List below persons not related to you who have knowledge of your work performance and work history. (Preferably Supervisors)

Name		Title		
Address		City	State	Zip
Professional Relationship		Phone		

Name		Title		
Address		City	State	Zip
Professional Relationship		Phone		

Name		Title		
Address		City	State	Zip
Professional Relationship		Phone		

Name		Title		
Address		City	State	Zip
Professional Relationship		Phone		

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for
 (Initials) employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the San Diego Association of Realtors to thoroughly investigate my references, work record,
 (Initials) education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the San Diego Association of Realtors any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the San Diego Association of Realtors, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Signature _____ Date _____

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DO NOT WRITE BEYOND THIS POINT - FOR INTERNAL USE ONLY

Interview by: _____ Date _____

Remarks: _____

INS Form 1-9 Completed: Yes No

Hired: Yes No Department: _____ Position: _____

Reporting To: _____ Salary: _____ per **HR/ANUM**

Approved: 1. _____ 2. _____ 3. _____

Department Director Vice President, Operations (HR) Chief Executive Officer