

Employment Application

Alaska Association of REALTORS®

4205 Minnesota Drive, Anchorage, AK 99503

(907) 561-1779 FAX | ceo@alaskarealtors.com

Position applying for: Part-Time Administrative Assistant

APPLICANT INFORMATION

Name: _____
First Middle Last

Contact Number: () _____ - _____ Email: _____


Address: _____

Legally eligible for employment in the U.S.? Yes No Days Available? Mo Tu We Th Fr Sa Su

Have you ever been convicted of a felony? Yes No Describe: _____

EMPLOYMENT HISTORY

List most recent employment first. Be sure all of your experience, or employers, related to this position are listed. Extra sheets of paper may be used.

 **Employer Name & Address:** _____

Wage: \$ _____ Position/Title: _____

Duties: _____

Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____

Reason for Leaving: _____

Supervisor Name: _____ Contact Number: () _____ - _____

 **Employer Name & Address:** _____

Wage: \$ _____ Position/Title: _____

Duties: _____

Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____

Reason for Leaving: _____

Supervisor Name: _____ Contact Number: () _____ - _____

 **Employer Name & Address:** _____

Wage: \$ _____ Position/Title: _____

Duties: _____

Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____

Reason for Leaving: _____

Supervisor Name: _____ Contact Number: () _____ - _____

EDUCATION

Please describe your education: _____

SKILLS & QUALIFICATIONS

Windows-Based Computer Competence: Novice Average Competent

Microsoft Office Experience: Word Excel Publisher

Access Outlook PowerPoint

Social Media Experience: Facebook Twitter Other: _____

Desktop Publishing Experience: InDesign Other: _____

Internet-Based Email Marketing Experience: iContact MailChimp Constant Contact

Other: _____

Typing Proficiency: Novice Average Competent (60 wpm+)

Other Qualifications to be Considered: _____

Are you related to a real estate licensee(s)? Yes No Name(s): _____

REFERENCES

Name Occupation Contact Phone Years Known

Name Occupation Contact Phone Years Known

INFORMATION TO THE APPLICANT

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand I may be required to successfully pass a background check and a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

Initials

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE CEO OF THE ASSOCIATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE CEO AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

Initials

I have read, understand, and by my signature consent to these statements.

Signature of Applicant

Date

____ / ____ / 2016

Please email or FAX this application to: ceo@alaskarealtors.com or (907) 561-1779

Background Check Authorization

Alaska Association of REALTORS®

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Position applying for: Part-Time Administrative Assistant

APPLICANT INFORMATION

Name: _____
First Middle Last

Current Address Since: _____
Mo/Yr Address City/State/Zip

Previous Address From: _____
Mo/Yr Address City/State/Zip

Previous Address From: _____
Mo/Yr Address City/State/Zip

Social Security Number: _____ / _____ / _____ DOB: _____ / _____ Driver's License #: _____
Month Day State

APPLICANT CONSENT

I certify that all information provided in this background check authorization is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this authorization. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand I may be required to successfully pass a background check and a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I have read, understand, and by my signature consent to these statements.

Signature of Applicant _____ / _____ / 2016
Date

Please email or FAX this authorization to: ceo@alaskarealtors.com or (907) 561-1779