



REALTY INCORPORATED

Applications are received and employees are hired without regard to race, creed, color, sex, religion, age, national origin, or physical or mental handicap. In addition, we encourage the employment of veterans. The receipt of this application does not mean that job openings exist and does not obligate us in any way. We appreciate your interest in our organization.

Date: _____

Home Phone: _____ **Cell Phone:** _____

**APPLICATION FOR EMPLOYMENT
PERSONAL INFORMATION**

Name _____
Last First Middle

Present Address _____
No. Street City State

How long have you lived there? _____

Social Security No. _____

Drivers License No. _____ State _____

Are you over the age of 18? Yes No (If no, employment is subject to verification that you are of minimum legal age.)

What languages can you read, speak and write fluently? _____

Are you a citizen of the United States? Yes No

If not a citizen of the United States, can you provide proof that you can legally be employed in the U.S.? Yes No

EMPLOYMENT INFORMATION

Position applying for _____

Date available for work _____ What salary do you expect? _____

Type of employment Full Time Part Time Temporary

What days and hours if part time? Days _____ Hours _____

Have you ever applied for a job with us before? Yes No

Do you have any relatives employed by us? Yes No

Have you ever been bonded? Yes No

Have you ever been refused bond? Yes No If yes, state reason and date

Have you ever been convicted of any crime other than a minor traffic violation? Yes No

If so, explain _____

Does your present employer know of your plans to change employment? Yes No

Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? Yes No

How much time have you lost from work during the past year? _____

Would you have steady transportation to work? Yes No

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with this organization? _____

EDUCATION INFORMATION

SCHOOLING	YEARS COMPLETED	DEGREE REC. AND MAJOR SUB.	NAME OF SCHOOL	LOCATION	DID YOU GRADUATE?
GRAMMAR OR HIGH SCHOOL					
TRADE, BUS. OR CORRESPONDENCE					
COLLEGE					
GRADUATE SCHOOL					

Describe any other specialized or professional training (i.e. business, technical or nursing school). Include study courses given through public or private employment. State whether degree or certificate was received.

PRIOR WORK RECORD (Start with most recent or present employer)

1. Name and Address (Most Recent Employer)		Telephone ()
	Date Hired	Starting Rate
Immediate Supervisor (Name & Position)		Date Left Last Rate
Your Job Title and Duties		
Reason for Leaving		
2. Name and Address		Telephone ()
	Date Hired	Starting Rate
Immediate Supervisor (Name & Position)		Date Left Last Rate
Your Job Title and Duties		
Reason for Leaving		
3. Name and Address		Telephone ()
	Date Hired	Starting Rate
Immediate Supervisor (Name & Position)		Date Left Last Rate
Your Job Title and Duties		
Reason for Leaving		

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? Yes No If yes, what Branch? _____

Dates of duty: From _____ To _____ Rank at discharge _____
Month Day Year Month Day Year

List duties in the Service including special training _____

REFERENCES

(Do not list relatives or former employers)

Name _____ Occupation _____

Address _____

Telephone Number _____

Name _____ Occupation _____

Address _____

Telephone Number _____

Name _____ Occupation _____

Address _____

Telephone Number _____

The facts set forth in my application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

In making this application for employment I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigative consumer report.

“I agree to be employed on a three month probationary period and that I may be dismissed at any time during this period at the discretion of the employer.”

questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.”

“I authorize the use of any information in this application to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all

Signature of Applicant

DATE

Please return completed application to:

Mail: Zalco Realty, Inc.
Attention: Human Resources
8701 Georgia Avenue
Suite 300
Silver Spring, MD 20910

Fax: 301-495-4163

Email: jobforlife@zalco.com