



Application for Employment

(Please Print)

P.O. Box 1630 ~ Kill Devil Hills, NC 27948
Attn: Human Resources

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

Main Contact Phone () _____ 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 Seasonal

Date available to begin work: _____ Days available for work (check each day available below):

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Who referred you to Sun Realty? _____

Do you have access to transportation? _____ Rate of pay expected _____

Are you legally eligible for employment in the U.S.? _____

Are you at least 18 years or older? (if no, please provide authorization to work) _____

Do you have a professional license or certification? (please list) _____

ALL EMPLOYMENT WITH SUN REALTY IS "AT WILL" AND REMAINS "AT WILL"

Sun Realty of Nags Head, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Sun Realty is an Equal Opportunity Employer.

Employment Experience

Please see resume

List each job held over the past seven years. 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 _____ _____ _____ May we contact? Yes No
	Address			
	Job Title			
	Supervisor		Hourly Rate/Salary _____ to _____ Starting Final	
	Reason for Leaving			
2	Employer	Telephone ()	Dates of Employment _____ to _____ Begin End	Describe the Work Performed _____ _____ _____ May we contact? Yes No
	Address			
	Job Title			
	Supervisor		Hourly Rate/Salary _____ to _____ Starting Final	
	Reason for Leaving			
3	Employer	Telephone ()	Dates of Employment _____ to _____ Begin End	Describe the Work Performed _____ _____ _____ May we contact? Yes No
	Address			
	Job Title			
	Supervisor		Hourly Rate/Salary _____ to _____ Starting Final	
	Reason for Leaving			
4	Employer	Telephone ()	Dates of Employment _____ to _____ Begin End	Describe the Work Performed _____ _____ _____ May we contact? Yes No
	Address			
	Job Title			
	Supervisor		Hourly Rate/Salary _____ to _____ Starting Final	
	Reason for Leaving			

Are you a veteran of the U.S. military service? _____

If yes, what was your branch of U.S. military service? _____

Education

	High School	College/University	Graduate/Professional	Technical/Trade
School Name				
Years Completed				
Describe Course of Study				
Diploma/Degree				
Describe Specialized Training, Apprenticeship & Skills				

Honors Received _____

Do you have computer knowledge/experience? _____

Please describe in full: Outlook Excel Industry related software

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

Name _____ Position _____

Address _____ Phone Number _____

Name _____ Position _____

Address _____ Phone Number _____

Name _____ Position _____

Address _____ Phone Number _____

List professional, trade business, civic activities or volunteer work and offices held:

Do you have any special skills, experience and/or training that would enhance your ability to perform the duties of the position applied for? _____

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, resume 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 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.

I authorize Sun Realty of Nags Head, Inc. to receive information relating to my employment with all previous employers for whom I have worked and to verify the accuracy of all information received. I authorize all former employers to release information about my school history, work history, character and qualification to all persons, firms, agencies or companies that may request this information in connection with my applications for employment with Sun Realty of Nags Head, Inc.

Are you able to perform the essential functions of the job for which you are applying, with or without accommodation? _____

Signature of Applicant _____ Date _____