

# HEIGHTS REAL ESTATE ♦ OFFICE JOB APPLICATION FORM

POSITION: ADMINISTRATIVE ASSISTANT

PLEASE FAX BACK TO: (212) 217 - 1189

|                  |  |   |  |   |  |  |  |
|------------------|--|---|--|---|--|--|--|
| Last Name        |  |   |  |   |  |  |  |
| First Name       |  |   |  |   |  |  |  |
| Middle Name      |  |   |  |   |  |  |  |
| Social Security# |  | - |  | - |  |  |  |

|            |  |  |  |  |  |  |  |
|------------|--|--|--|--|--|--|--|
| Home Phone |  |  |  |  |  |  |  |
| Work Phone |  |  |  |  |  |  |  |
| Cellular   |  |  |  |  |  |  |  |
| Beeper     |  |  |  |  |  |  |  |

### BASIC INFO:

- Have you ever filed an application with us before?  Yes  No
- Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?  Yes  No
- Have you ever been employed by us before?  Yes  No
- On what date would you be available for work? Date: \_\_\_\_\_
- Are you currently employed?  Yes  No
- Are you on "lay-off" status and subject to recall?  Yes  No
- May we contact your current employer?  Yes  No
- Have you been convicted of a felony within the last 7 years?  Yes  No

### EDUCATION: (please attach your transcript from your highest level of education along with a writing sample)

|                                                                        | Elementary School                            | High School                                                                              | Undergraduate College                        | Graduate / Professional                                                                                                                          |
|------------------------------------------------------------------------|----------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>School Name</b>                                                     |                                              |                                                                                          |                                              |                                                                                                                                                  |
| <b>Location: City/State</b>                                            |                                              |                                                                                          |                                              |                                                                                                                                                  |
| <b>Diploma / Degree</b>                                                |                                              |                                                                                          |                                              |                                                                                                                                                  |
| <b>Course of Study</b>                                                 |                                              |                                                                                          |                                              |                                                                                                                                                  |
| <b>Standardized Test Score</b>                                         |                                              | <input type="checkbox"/> SAT's: _____<br><input type="checkbox"/> Achievements: list all |                                              | <input type="checkbox"/> MBA _____ <input type="checkbox"/> LSAT _____<br><input type="checkbox"/> GRE _____ <input type="checkbox"/> LSAT _____ |
| <b>Honors, Extra Curricular, Apprenticeships, specialized training</b> |                                              |                                                                                          |                                              |                                                                                                                                                  |
| <b>Course &amp; Grades</b>                                             | <input type="checkbox"/> Transcript attached | <input type="checkbox"/> Transcript attached                                             | <input type="checkbox"/> Transcript attached | <input type="checkbox"/> Transcript attached                                                                                                     |
| <b>List all Math Courses:</b>                                          |                                              |                                                                                          |                                              |                                                                                                                                                  |

### LANGUAGE SKILLS

|                    | English                                                                                                                                             | Spanish                                                                                                                                             | Other:                                                                                                                                              | Other:                                                                                                                                              |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reading</b>     | <input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal<br><input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent | <input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal<br><input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent | <input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal<br><input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent | <input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal<br><input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent |
| <b>Writing</b>     | <input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal<br><input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent | <input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal<br><input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent | <input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal<br><input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent | <input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal<br><input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent |
| <b>Speaking</b>    | <input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal<br><input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent | <input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal<br><input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent | <input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal<br><input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent | <input type="checkbox"/> None / Poor <input type="checkbox"/> Minimal<br><input type="checkbox"/> Working Knowledge <input type="checkbox"/> Fluent |
| <b>Test Scores</b> | <input type="checkbox"/> TOEFL _____                                                                                                                |                                                                                                                                                     |                                                                                                                                                     |                                                                                                                                                     |

### OFFICE AND COMPUTER SKILLS:

| Typing: Words Per Minute:                                                                                                                                                      | Applications that you know                                                                                                                        | Microsoft Products                                                     | Other (please list)                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------|
| <b>Type of Computer</b><br><input type="checkbox"/> IBM PC <input type="checkbox"/> Apple Macintosh                                                                            | <b>Lotus</b><br><input type="checkbox"/> 123 Spreadsheet <input type="checkbox"/> Notes                                                           | <input type="checkbox"/> Excel<br><input type="checkbox"/> Word        | <input type="checkbox"/> WordPerfect |
| <b>Operating System</b><br><input type="checkbox"/> Windows 98 <input type="checkbox"/> Windows NT<br><input type="checkbox"/> Windows 95 <input type="checkbox"/> Windows 3.1 | <input type="checkbox"/> Word Pro<br><b>Internet Browsers</b><br><input type="checkbox"/> Netscape Navigator <input type="checkbox"/> MS Explorer | <input type="checkbox"/> Powerpoint<br><input type="checkbox"/> Access |                                      |

### EMPLOYMENT AND BUSINESS EXPERIENCE

|                   | From | To | Start \$5<br><small>Weekly Salary</small> | End \$5<br><small>Weekly Salary</small> | Company | Address | Job Title | Supervisor | Tel # |
|-------------------|------|----|-------------------------------------------|-----------------------------------------|---------|---------|-----------|------------|-------|
| <b>Recent Job</b> | /    | /  | /                                         | /                                       |         |         |           |            |       |
| <b>Prior Job</b>  | /    | /  | /                                         | /                                       |         |         |           |            |       |
| <b>Prior Job</b>  | /    | /  | /                                         | /                                       |         |         |           |            |       |
| <b>Prior Job</b>  | /    | /  | /                                         | /                                       |         |         |           |            |       |

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not exceeding 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorize executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulation of the employer

\_\_\_\_\_  
Signature over printed name