

Employment Application Instructions



Please Read

Thank you for considering **Terrus Real Estate Group** in your career search. Our employment application form asks for many pieces of information about you, your work history, education skills and objectives. Please complete this form as thoroughly as possible.

At **Terrus Real Estate Group**, we maintain employment applications in our Human Resource Department.

Applications are kept for a period of 12 months from the date of receipt. If a potential match to a position is identified, you will be contacted regarding that employment opportunity. If during the coming months any information on your application changes and you wish to update your file, you may do so by sending an updated resume to:

**Human Resources
Terrus Real Estate Group
100 Court Avenue, Suite 400
Des Moines IA 50309**

You may find it more convenient to FAX your resume directly to:
Human Resources at FAX #(515) 471-4304.

The company is fully committed to equal employment opportunity for all employees and applicants for employment.

It is the company's policy to make sure that job applicants and employees are free from discrimination and harassment based upon age, race, color, religion, sex, marital status, national origin, veteran status or disability.

An Affirmative Action/Equal Opportunity Employer



Employment Office: 100 Court Avenue
 Suite 400
 Des Moines, IA 50309

Terrus Real Estate Group, LLC

**Application
 for Employment**

Personal Information

Name:

Street Address:

City, State, Zip:

Home Phone: () -

Work Phone: () -

Soc. Sec. Number: - -

Position Information

Position Desired:

I am willing to work:

Date Available to
 Begin Work:
 Annual Salary
 Desired:

Part Time yes no
 Full Time yes no
 Summer Only yes no

Days yes no
 Evenings yes no
 Nights yes no
 Saturdays yes no
 Sundays yes no

Proof of U.S. Citizenship or Alien work authorization is required by the Immigration Reform and Control Act of 1986. If you are hired, are you able to provide proof of your employment eligibility in the U.S. within 3 days of your hire date?

yes no

Referring Source

What brought you to **Terrus Real Estate Group**? *(Please select only one.)*

- | | | | |
|---|-----------------------------------|---|---|
| <input type="checkbox"/> Current Employee | Name: | <input type="checkbox"/> Campus Recruitment | <input type="checkbox"/> Walk-in |
| <input type="checkbox"/> Former Employee | Name: | <input type="checkbox"/> School | <input type="checkbox"/> DM Register Ad |
| <input type="checkbox"/> Recruitment Agency | <input type="checkbox"/> Other Ad | <input type="checkbox"/> Company Reputation | |

An Affirmative Action/Equal Opportunity Employer

Education Information

High School

Name:

Location:

Degree/Certificate Received:
(example: Diploma, GED, etc.)

Number of Years Completed: 1 2 3 4

Date Received:

GPA:

College/Trade or Business School

Name:

Degree/Certificate Received:

Number of

Years Completed: 1 2 3 4 5 6

Location:

Major:

Date Received:

GPA:

College/Trade or Business School

Name:

Degree/Certificate Received:

Number of

Years Completed: 1 2 3 4 5 6

Location:

Major:

Date Received:

GPA:

List any technical courses you have taken:

Skills Information

Please indicate the skills or duties which you have performed in previous positions or have had extensive training.

- | | | | | |
|---|--------------------------------------|--|--|---|
| <input type="checkbox"/> Typing | <input type="checkbox"/> CWPM | <input type="checkbox"/> Cashiering | <input type="checkbox"/> Customer service | <input type="checkbox"/> MS Word |
| <input type="checkbox"/> Ten key by touch | <input type="checkbox"/> Sales | <input type="checkbox"/> Oral communication | <input type="checkbox"/> Written communication | <input type="checkbox"/> Spreadsheets |
| <input type="checkbox"/> Ten key by sight | <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Accounts receivable | <input type="checkbox"/> Analytical ability | <input type="checkbox"/> Accounting |
| <input type="checkbox"/> Problem solving | <input type="checkbox"/> MS Excel | <input type="checkbox"/> Accounts payable | <input type="checkbox"/> Detail minded | <input type="checkbox"/> Decision making |
| <input type="checkbox"/> Windows | <input type="checkbox"/> Payroll | <input type="checkbox"/> Personal computer | <input type="checkbox"/> Secretarial | <input type="checkbox"/> MS Access |
| <input type="checkbox"/> Phone skills | <input type="checkbox"/> Timberline | <input type="checkbox"/> Math aptitude | <input type="checkbox"/> Leadership | <input type="checkbox"/> Filing |
| <input type="checkbox"/> Record keeping | | | | <input type="checkbox"/> Project management |
| <input type="checkbox"/> Word processing | | | | <input type="checkbox"/> Leadership |

List any additional skills, activities, or hobbies that would further qualify you for the position you are seeking:

Experience Information *(List most recent job first.)*

Can current employer be contacted? yes no

Title: _____ From _____ To _____
 Name of Business: _____ Supervisor: _____
 Annual Income: _____ Supervisor Phone: _____
 Job Duties: _____
 Reason for Leaving: _____

Title: _____ From _____ To _____
 Name of Business: _____ Supervisor: _____
 Annual Income: _____ Supervisor Phone: _____
 Job Duties: _____
 Reason for Leaving: _____

Title: _____ From _____ To _____
 Name of Business: _____ Supervisor: _____
 Annual Income: _____ Supervisor Phone: _____
 Job Duties: _____
 Reason for Leaving: _____



References

Please list three **work related** references:

Name:

Title:

Employer:

Mailing Address:

Phone #: () -

Type of working relationship (*example: co-worker, manager, etc.*):

Name:

Title:

Employer:

Mailing Address:

Phone #: () -

Type of working relationship (*example: co-worker, manager, etc.*):

Name:

Title:

Employer:

Mailing Address:

Phone #: () -

Type of working relationship (*example: co-worker, manager, etc.*):

*The following questions and your answers are intended solely for the review and consideration by the Human Resources area at **Terrus Real Estate Group**. This information will be retained in the Human Resources Department.*

Conviction Information

A conviction does not automatically mean you will not be considered for a job. What you were convicted of, the circumstances surrounding the conviction, and how long ago the conviction occurred are important as well. Please provide us with all of the critical facts so that an appropriate decision can be made on this question.

Have you been convicted of, or released from imprisonment for any felony, criminal violation of a federal statute, conspiracy or attempt to commit a felony or a criminal violation of a federal statute, within the last ten years? yes no

If yes, please specify the crime(s) and date(s) of conviction and/or release from imprisonment:

Have you ever been convicted of a misdemeanor, felony, or of a violation of the Violent Crime Control & Law Enforcement Act of 1994? yes no

If yes, please specify the crime(s) and date(s) of conviction and/or release from imprisonment:

Race/Nationality Information

The following information is for government statistical reporting only, and is completely voluntary. It does not, in any way, affect your employment potential with **Terrus Real Estate Group**.

Thank you for your cooperation.

Name:

Street Address:

City/State/ZIP:

Social Security Number: - -

Gender: Female Male

- Race/Nationality: Hispanic/Latino
 White (Not Hispanic or Latino)
 African American/Black (Not Hispanic or Latino)
 Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
 Asian (Not Hispanic or Latino)
 American Indian or Alaska Native (Not Hispanic or Latino)
 Two or More Races (Not Hispanic or Latino)

Veteran: Vietnam-era Other (please specify)

Date:



In connection with my application for employment, I understand that **Terrus Real Estate Group** may now, or at any time while I am employed, conduct or obtain a consumer report containing information about my employment and credit histories. I authorize and request that all persons and entities release such information without restriction or qualification. I agree that copies of this authorization shall be as effective and valid as the original.

I understand that I have the right to make a written request, within a reasonable period of time, for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. I release **Terrus Real Estate Group** from any liability which may result from this investigation, and also release from liability any person or entity which provides information to **Terrus Real Estate Group** for this investigation.

I understand that any false answers or statements of implication made by me in this application or other required documents may result in a denial of employment or discharge.

I also understand that nothing contained in this employment application or in the granting of an interview is intended to create any employment contract between **Terrus Real Estate Group** and me for either employment or for any benefit. No promises regarding employment have been made to me, and I understand that no promise or guarantee is binding upon **Terrus Real Estate Group** unless made in writing signed by a vice president or higher level officer. I understand that all offers of employment are contingent upon me establishing my eligibility for employment under the Immigration Reform and Control Act of 1986. If I am hired by **Terrus Real Estate Group**, I understand that I am an at-will employee, and can terminate my employment at any time, and **Terrus Real Estate Group** also has this right.

Signature _____ Today's Date _____

Printed Name _____

Upon completion of this application, return the pages to:

**Human Resources
Terrus Real Estate Group
100 Court Avenue, Suite 400
Des Moines IA 50309**