

414 B Tarrow St.  
College Station, TX 77840  
77840



Office: 979-846-2894  
Fax: 979-846-4652  
E-Mail:  
Info@coventryglenrealty.net

*Application for Employment*

*Coventry Glen Realty is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.*

Date: \_\_\_\_\_

*I. Personal Information*

Name: Last First Middle

Present Address

Permanent Address (if different than above)

Social Security Number Telephone

*Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.*

Position Applied For: \_\_\_\_\_

1. Is there any information we would need about your name or use of another name for us to be able to check your work record? Please Specify

\_\_\_\_\_

2. Do you have any relatives who are presently (or have formerly been) employed by Coventry Glen Realty? \_\_\_\_\_

3. How were you referred to Coventry Glen Realty? \_\_\_\_\_

4. Have you ever been convicted of a felony? \_\_\_\_Yes \_\_\_\_No  
If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

**II. Educational History**

School Name/Location	Years Completed	Degree/Diploma
Elem/Jr. High _____		
High School _____		
College _____		
Tech . Training _____		
Other _____		

**III. Employment Record** Please include all employment for the last five years.

1. _____ Company Name (Current/Most Recent Employer)	_____ Position Held
_____ Address	Dates Employed: _____ From To
_____ Manager/Supervisor	_____ Telephone Wage/Salary
_____ Reason for leaving	
2. _____ Company Name (Current/Most Recent Employer)	_____ Position Held
_____ Address	Dates Employed: _____ From To
_____ Manager/Supervisor	_____ Telephone Wage/Salary
_____ Reason for leaving	
3. _____ Company Name (Current/Most Recent Employer)	_____ Position Held
_____ Address	Dates Employed: _____ From To
_____ Manager/Supervisor	_____ Telephone Wage/Salary
_____ Reason for leaving	

*NOTE: Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:*

\_\_\_\_\_  
(Employer's Name) Reason

\_\_\_\_\_  
(Employer's Name) Reason

Have you served in the military ? \_\_\_\_\_

If yes, please briefly describe below branch of service and time period served:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. References** Please do not include relatives or former employers.

1. \_\_\_\_\_  
Name Years Known  
\_\_\_\_\_  
Address Telephone  
\_\_\_\_\_  
Occupation

2. \_\_\_\_\_  
Name Years Known  
\_\_\_\_\_  
Address Telephone  
\_\_\_\_\_  
Occupation

**V. Work Availability**

1. If your application receives favorable consideration, when will you be available to begin work?

\_\_\_\_\_

**V. Work Availability**

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ \_\_\_\_\_ per \_\_\_\_\_

## *AUTHORIZATION*

*“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.*

*I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release all parties from all liability for any damage that may result from furnishing same to you.*

*I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of wages and salary be terminated at any time without prior notice.”*

*DATE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_*

PLEASE ANSWER THESE ADDITIONAL QUESTIONS

1. When do you expect to graduate? \_\_\_\_\_
2. What is your major? \_\_\_\_\_
3. What business courses are you enrolled in at present or have completed?  
\_\_\_\_\_  
\_\_\_\_\_
4. Do you plan to attend summer school? \_\_\_\_\_ One or both sessions? \_\_\_\_\_
5. What hours are you available to work during the summer? (Appx. how many & when?)  
\_\_\_\_\_
6. How many hours do you plan to take the next semester? \_\_\_\_\_
7. Please list all the computer programs you have used or have a working knowledge of?  
(For Example: MS Word, MS Excel, Etc.)  
\_\_\_\_\_  
\_\_\_\_\_
8. Please include any additional information about the hours you will or will not be available to work.  
\_\_\_\_\_  
\_\_\_\_\_
9. Do you have a car and can you run local errands if compensated for mileage?  
\_\_\_\_\_
10. Please list your current class schedule on the following sheet as well as any regularly blocked hours you cannot work M-F form 8:30 a.m. -5:30 p.m.
11. If you have a resume, please attach it to your application.

## ATTENTION ALL APPLICANTS:

Please fill in your class schedule and /or the time(s) you will not be available to work.

Monday	Tuesday	Wednesday	Thursday	Friday

Additional information you wish to provide (optional):

***AUTHORIZATION***

*“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.*

*I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.*

*I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of wages and salary be terminated at any time without prior notice.”*

DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_