

**EVERY ITEM MUST BE COMPLETED IN ORDER TO CONSIDER APPLICATION**

08/28/2009 04:45 PM

I AM APPLYING FOR THE \_\_\_\_\_ POSITION, it is:  OnCall  Part Time  Commission

Current position openings:<http://www.networthaffiliates.com>

1122 N Leroy St #H, Fenton MI 48430  
6515 Highland Rd Maildrop 200, Waterford MI 48327

<http://www.RealtyNetworth.com> [mail@networthaffiliates.com](mailto:mail@networthaffiliates.com)  
810.519.1515 FAX: see website

Name \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Over 18? \_\_\_\_\_ Other phone: \_\_\_\_\_  
Soc Sec. #: ( give at interview ) \_\_\_\_\_ Email address: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Drivers Lic #: ( give at interview to run background check ) \_\_\_\_\_  
City Zip: \_\_\_\_\_ Frequency you smoke: \_\_\_\_\_

Schooling: \_\_\_\_\_ Name: \_\_\_\_\_ Level of completion or Diploma/Degree/ Certificate: \_\_\_\_\_ Grade Avg.: \_\_\_\_\_  
High School \_\_\_\_\_  
College \_\_\_\_\_  
Continuing Ed \_\_\_\_\_ Areas of Emphasis: \_\_\_\_\_

Verifiable Prior Employment: (list most recent 1st):

Co: \_\_\_\_\_ Super: \_\_\_\_\_ Phone: \_\_\_\_\_ Pay Rate: \_\_\_\_\_  
Co: \_\_\_\_\_ Super: \_\_\_\_\_ Phone: \_\_\_\_\_ Pay Rate: \_\_\_\_\_  
Co: \_\_\_\_\_ Super: \_\_\_\_\_ Phone: \_\_\_\_\_ Pay Rate: \_\_\_\_\_  
Date you are available to start: \_\_\_\_\_ Known time off you will need: \_\_\_\_\_

**PAY RATE OFFERED IN JOB POSTING:**

**Pay Pref (REQUIRED ITEM)** I prefer: \$ \_\_\_\_\_ per hr. OR \$ \_\_\_\_\_ per week OR \$ \_\_\_\_\_ per mo. OR \$ \_\_\_\_\_ per yr.

Your additional pay comments (Note: pay required cannot exceed offered in job listing):

Aprox # of hours per week you prefer: \_\_\_\_\_ Can this vary somewhat with seasonal loads? \_\_\_\_\_

List approx. dates, day(s), and times you could/prefer to work full / or part time:				Hours available: (ex. 1-8pm)
EXAMPLE:	Mar	Aug		Mon
Jan 42 hrs/wk, M-Sa	Apr	Sep		Tue
Jun MWSa 1-7pm	May	Oct		Wed
Jan	Jun	Nov		Th
Feb	Jly	Dec		Fri
				Sa

Personal references: friend/ clergy/ neighbor/ etc: ex. Jack Smith / teacher / my neighbor / 5yrs / 248-555-1234 :

Name:	Title:	How known:	How Long:	Phone:
>	>	>	>	>
>	>	>	>	>
>	>	>	>	>

Useful skills, licenses, or recent educational work that you want to highlight:

About your PC check all that apply:  Laptop  Wireless  DVD burner  Firewire  Color Laser

**Software I've Used:** Name Used: \_\_\_\_\_ I use/ used to do the following \_\_\_\_\_  
Spreadsheet(s): \_\_\_\_\_  
E mail service: \_\_\_\_\_  
Bookkeeping: \_\_\_\_\_  
Graphics: \_\_\_\_\_  
Webpage builder \_\_\_\_\_

What software do you use that is not covered on page 2 that you feel could be helpful:

**SKILLS / INTERESTS / PREFERENCES:**

Tell about software you have / use:

Software proficiency can be demonstrated on our office PC after completing this form.

<b>Software Category:</b>	<b>Check box on left if you have on your PC:</b> 1-3:Rarely use, 4-6:Navigate comfortably 7-9:Create/design new	<b>Name of package I use if not listed to the left:</b>	<b>Check box if using any of the category packages, you can:</b>
<b>Spreadsheets:</b>	123		write/copy formulas
	Excel		write macros
<b>Graphics:</b>	PhotoShop		screen capture
	PaintShopPro		edit out background
	Picasa		Batch upload w/Picasa
<b>Creating PDF files:</b>		Which ?:	change fax to pdf
<b>Presentation:</b>	Power Point		create for web use
<b>Database:</b>	Access / Approach		incorporate for web use
<b>Word processors</b>	Word		edit/save for html
	WrdPerfect		
Other:		Which ?:	
<b>FTP:</b>	CuteFTP		set up
Other:		Which ?:	demo to client
<b>E-Mail Services:</b>	Thunderbird		attach links
	Outlook		Insert appts.
	Yahoo		in web based
	Hotmail		calendar &
	Gmail		email client invite
<b>Web builder:</b>	SeaMonkey		Create new areas
	Frontpage		w/ subfolders
	Other ?		write relative links
<b>Auction:</b>	ebay		Insert off site photos ref.s
<b>Networks:</b>			
<b>Multiple Listing Services:</b>			
	Flint Area		Save searches
	MI MLS		Enter listings
	RealcompII		Set up webpage
	daCBOR		w/search results
<b>Quicken/Qkbooks/Peachtree</b>		Which ?:	Edit/Recategorizing
<b>Tax software used:</b>		Which ?:	Duplicate for amending
<b>List Other:</b>			

<b>Your Knowledge of:</b>	<b>Describe:</b>	<b>Source or use of knowledge:</b>	<b>Willing to take classes ?</b>
Licenses / yr obtained :			Y / N
Real Estate:			Y / N
Mortgage:			Y / N
Accounting:			Y / N
Construction:			Y / N
HTML:			Y / N
Appraisal:			Y / N
Tax:			Y / N