

AGENT INTERVIEW SHEET

NOTE: This form is used by an employing broker when hiring prospective sales agents or brokers, to provide the employing broker with information about the prospective employee before conducting a personal interview.

DATE: _____, 20____, at _____, California.

Items left blank or unchecked are not applicable.

FACTS:

This is an application for employment submitted by

Name _____

Address _____

Phone _____ Fax _____ Email _____

APPLICATION:

1. REAL ESTATE LICENSE STATUS/BACKGROUND:

1.1 I hold the following licenses and endorsements from the California Bureau of Real Estate (CalBRE) which are in good standing and without restriction:

Real estate sales agent license # _____

Date obtained _____, 20____

Real estate broker license # _____

Date obtained _____, 20____

Endorsement _____

Date obtained _____, 20____

None

1.2 I also hold professional licenses identified as

Date obtained _____, 20____

Date obtained _____, 20____

1.3 I have never had a professional license revoked or suspended, except

1.4 I have never been denied a bond and I know of no reasons why I could not be bonded, except

1.5 I have not been convicted of any violation of the law at the misdemeanor or felony level, except

2. PROFESSIONAL AFFILIATIONS:

2.1 I hold the following professional designations _____

2.2 I belong to the following professional associations:

NAR, CAR and local Association of Realtors in _____

2.3 I hold offices in professional and civic organizations as follows:

Organization _____

Position _____ Time held _____

3. EDUCATIONAL STATUS:

3.1 I have obtained the following level of education:

School Name _____

Hours or Degrees Completed _____ Major _____

3.2 College level real estate or business courses I have completed include:

_____, at _____

_____, at _____

_____, at _____

_____, at _____

3.3 I subscribe to and read real estate related periodicals including magazines, journals and newsletters as follows _____

4. REAL ESTATE ACTIVITY:

4.1 I own no interest in any real estate or business opportunities except the following:

Type of Property _____

Address _____

Loan Balance(s) \$ _____ Date Acquired _____, 20____

Type of Property _____

Address _____

Loan Balance(s) \$ _____ Date Acquired _____, 20____

a. See attached Addendum of additional properties. [See RPI Form 250]

4.2 The types of real estate brokerage services which I have successfully rendered include _____

4.3 I have been an agent in the following office(s):

Broker _____

Address _____

From _____, 20____ to _____, 20____

Phone _____

Broker _____

Address _____

From _____, 20____ to _____, 20____

Phone _____

4.4 I have a personal following of real estate clientele generally described as _____

4.5 My reasons for wanting to work for you include _____

5. PERSONAL CONTACTS OF APPLICANT:

5.1 I was referred to your office by _____

Reason for referral _____

5.2 I have worked with or am an acquaintance with the following agents in your office _____

5.3 The following persons are unrelated to me and may be contacted by Broker for character reference:

Name _____
Title _____
Address _____
Phone _____

Name _____
Title _____
Address _____
Phone _____

6. CONDITIONS OF EMPLOYMENT, IF EMPLOYED I WILL:

6.1 Pay for my membership fees and join those professional organizations and associations requested by Broker.

6.2 Devote myself to this employment on a full time basis, or part time as follows

6.3 Sign and abide by the provisions of the following employment contract attached to this sheet:

Independent contractor agreement (no withholding), or Employee contract (withholding).

6.4 Instruct my automobile insurance carrier to deliver to Broker a binder as an additional named insured.

6.5 Be available to start work on _____, 20____.

7. _____

I declare all information given in this application is true and correct. I authorize Broker's credit reporting agency to obtain a complete consumer report and supply the information obtained to Broker.

Applicant's Signature: _____ Date: _____, 20____

(BROKER'S USE ONLY)

Interviewed by: _____, on _____, 20____

Comments: _____

Further handling: _____