



**\*ATTACH CURRENT RESUME  
AND COPY OF YOUR  
DRIVER'S LICENSE AND  
-SOCIAL SECURITY CARD  
**or**  
-PASSPORT**

**Employment Application**

\_\_\_\_\_

Name

---

Mailing Address

---

City County State Zip Code

---

Home Phone Cell Phone

---

Social Security #

---

Email Address

**Education**

\_\_\_\_\_  Diploma  None  Other (Specify) \_\_\_\_\_

High School / Name & Location

\_\_\_\_\_

Your Name, If Different While Attending

**College, University or Professional School**

Name of School	Location	Dates of Attendance From – To (Month/Year)	Credit Hours Earned Qtr - Sem	Type of Degree Earned
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Licensure, Registration, Certification**

License, Registration or Certificate	Number	Date Received	Expiration Date	State Licensing Agency
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



**Periods of Employment- for past 2 years**

Name of Present or Last Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
 Your Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
 From (Month/Day/Year): \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours Per Week: \_\_\_\_\_  
 Your name, if different during employment: \_\_\_\_\_  
 Duties and Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason For Leaving: \_\_\_\_\_  
 \_\_\_\_\_

Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
 Your Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
 From (Month/Day/Year): \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours Per Week: \_\_\_\_\_  
 Your name, if different during employment: \_\_\_\_\_  
 Duties and Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason For Leaving: \_\_\_\_\_  
 \_\_\_\_\_

Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
 Your Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
 From (Month/Day/Year): \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours Per Week: \_\_\_\_\_  
 Your name, if different during employment: \_\_\_\_\_  
 Duties and Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason For Leaving: \_\_\_\_\_  
 \_\_\_\_\_

**List 3 real estate business references that you authorize Choice Real Estate to contact. If a new Agent, list 3 other work references:**

Name	Title/Co.	ph#
Name	Title/Co.	ph#
Name	Title/Co.	ph#

Agent initials \_\_\_\_\_



**Licenses for the states of:**

_____	new___ renewal___ transfer___
_____	new___ renewal___ transfer___
_____	new___ renewal___ transfer___
_____	new___ renewal___ transfer___

**Background Information**

Have you ever been convicted of a felony or a first degree misdemeanor? YES      NO

If "YES" what charges? \_\_\_\_\_

Where convicted? \_\_\_\_\_ Date of conviction: \_\_\_\_\_

    

Have you ever pled NOLO CONTENDERE or pled GUILTY to a crime which is a felony or a first degree misdemeanor?

YES      NO

If "YES" what charges? \_\_\_\_\_

Where convicted? \_\_\_\_\_ Date of conviction: \_\_\_\_\_

    

Have you ever had the adjudication of guilt withheld for a crime which is a felony or a first degree misdemeanor?

YES      NO

If "YES" what charges? \_\_\_\_\_

Where convicted? \_\_\_\_\_ Date of conviction: \_\_\_\_\_

    

NOTE: A "YES" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered.



### Citizenship

Choice Real Estate, Inc. only hires U.S. Citizens and lawfully authorized alien workers. If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the U.S.

ARE YOU A U.S. CITIZEN OR ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.?

YES       NO

### Credit Card

I hereby authorize Choice Real Estate and the bank to charge **\$55** to my credit card account for background check, credit check, and social security number verification. I will pay the said amount, with any charges due thereon, to said issuer in accordance with the terms of the charge card agreement governing the use of this card.

**Credit Card:** MC/VISA/DISC/AMEX # \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

Mailing address: \_\_\_\_\_ **Expires:** \_\_\_\_\_

\_\_\_\_\_ **3 digit code:** \_\_\_\_\_

**Billing address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

### Certification

I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of Maryland state government for employment purposes. This consent shall continue to effective during my employment if I am hired. I understand that applications submitted for state employment are public records except as exempted above. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.

I AUTHORIZE CHOICE REAL ESTATE TO DO A CRIMINAL BACKGROUND AND CREDIT CHECK:

- YES  
 NO

**Choice Real Estate, Inc. requires a background and credit check.**

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



### Mutual Non-Disclosure Agreement

This Mutual Non-Disclosure Agreement (the "Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between **Choice Real Estate, Inc.**, with principal place of business at 6001 Montrose Road, Rockville, Maryland 20852, and \_\_\_\_\_.

1. **Proprietary Information.** Proprietary information disclosed includes any and all technical and non-technical information, including without limitation, **information concerning financial, accounting or marketing reports, business plans, commission and compensation plans, usernames, passwords, rate sheets, company emails, company forms, company information intended only for it's employees, analyses, forecasts, marketing strategies and plans, lead and referral sources, predictions, projections, intellectual property, trade secrets and know-how.** Proprietary Information may take the form of documentation, drawings, specifications, software, technical or engineering data, and other forms, and may be communicated orally, in writing, by electronic or magnetic media, by visual observation and by other means. Proprietary Information includes any reports, analyses, studies or other materials, whether prepared by the receiving party or otherwise, that contain or are based upon Proprietary Information covered by this Agreement.

2. **Confidentiality.** The parties agree that the receiving party will not at any time divulge or make accessible to any third party, other than as set forth below or appropriate to the use of the receiving party or any third party, for any reason or purpose whatsoever, any Proprietary Information disclosed or obtained by the receiving party.

The receiving party shall:

a) require employees, agents or representatives with access to the Proprietary Information to comply with the terms of this Agreement; and

b) limit access to the Proprietary Information to those of employees, agents or representatives actually involved in the process of evaluating the Proprietary Information. Each party will also take all other reasonably prudent measures necessary to protect the confidential nature of the other's Proprietary Information.

3. **Non-Proprietary Information.** This Agreement will not apply to any portion of the Proprietary Information that is:

a) already known to the receiving party; or

b) generally available to the public or subsequently becomes so without breach of this Agreement by the receiving party; or

c) made public by the disclosing party; or

d) independently developed by the receiving party; or

e) received from a third party independent of the disclosing party without breaching an obligation of confidentiality; or

f) required to be disclosed by operation of law.

4. **Ownership of Information.** All information furnished to the receiving party by the disclosing party shall, unless otherwise specified in writing by the disclosing party, remain the property of the disclosing party; and the written information, and any copies thereof, shall either be promptly returned to the disclosing party upon its written request or destroyed at the disclosing party's option.

6001 Montrose Road Suite 704 - Rockville, Maryland 20852 - 888-475-0700 - Fax: 866-876-2944

Agent initials \_\_\_\_\_



5. No License of Patent Rights. Nothing contained in this Agreement shall be construed as granting any license or rights to the receiving party by the disclosing party under any patent of the United States of America or any foreign country or otherwise.

6. Limited Purpose. In the event the parties enter into an agreement concerning a business relationship, the provisions of such agreement shall supersede and prevail over any conflicting provision of this Agreement.

7. Arbitration. Any dispute concerning the execution, performance or breach of this Agreement will be resolved by binding arbitration pursuant to the Commercial Rules then obtaining of the American Arbitration Association, before a single arbitrator in Maryland. The finding of the arbitrator will be final and binding upon both parties, and judgment thereon may be entered in any court of jurisdiction.

The arbitration award may allocate costs of arbitration and reasonable attorneys' fees, may impose equitable, including injunctive, relief to the extent permitted by applicable law. Notwithstanding, any party may bring an equitable action in any court of jurisdiction seeking the enforcement by injunction of any provision of this Agreement.

No rights of third parties will be created by this Section 7, no third party not a signatory to this Agreement will be entitled to intervene or be part of any arbitration contemplated hereby, nor will it be a defense to any such arbitration that any party not a signatory to this Agreement will be an appropriate or necessary party for the resolution of any matter to be arbitrated. The arbitrator will apply the laws of the State of Maryland in resolving any issue of: applicability and tolling of the statute of limitations; application of the doctrine of laches; and waiver of rights or claims.

8. Governing Law. This Agreement shall be governed by and construed in accordance with the internal laws of the State of Maryland, exclusive of its choice of law and conflict of law principles. In witness whereof, the parties have caused this Agreement to be duly executed as of the date first above written.

**Choice Real Estate, Inc.**

BY: \_\_\_\_\_

NAME/TITLE:: \_\_\_\_\_

**Other party**

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

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Agent initials \_\_\_\_\_