



Takes You Further.®

LORRAINE ARORA, GRI, SRES, ABR, CIPS– Chair of the Board
RYAN T. CONRAD, CAE, CIPS, RCE – Chief Executive Officer

Northern Virginia Association of REALTORS® Instructor Application Form

This organization is an Equal Opportunity Employer and shall not, because of race, color, religion, age, sex, national origin, or handicap, fail or refuse qualified applicants.

Personal

Name _____ Date _____
Last First Middle

Address _____
Street
City State Zip

Email Address _____ Phone _____

Date(s) Available _____

Are you over 18 years old? Yes No

What is your Primary Local Association? _____

In which state(s) are you licensed to practice real estate? _____

What year did you initially receive your salesperson's license? _____

What year did you initially receive your broker's license? _____

List your professional designations _____

Are you eligible to work in the United States? Yes No

If offered an instructor position you will be required to provide documentation to verify eligibility.

Education

High School: Number of Years Completed (circle one) 1 2 3 4
Diploma Yes No GED Yes No
School _____ City _____ State _____

College: Number of Years Completed (circle one) 1 2 3 4
School _____ City _____ State _____
Major _____ Degree Earned _____

Other Training or Degrees:
School _____ City _____ State _____
Major _____ Degree Earned _____

License Information

Virginia Broker's License Number _____ Date Issued: _____

Current Brokerage Name and Address _____

DPOR Real Estate Instructor License Number _____ Date Issued: _____

Teaching Experience

List Your Teaching Experience for the past five years. If teaching was performed under a different name, indicate name.

Place _____

From (mo/yr) _____ To (mo/yr) _____

Address _____

Course _____ Salary _____

Supervisor _____ Telephone _____

Frequency and Average Number of Students in a Class _____

Reason for Leaving _____

Place _____

From (mo/yr) _____ To (mo/yr) _____

Address _____

Course _____ Salary _____

Supervisor _____ Telephone _____

Frequency and Average Number of Students in a Class _____

Reason for Leaving _____

Place _____

From (mo/yr) _____ To (mo/yr) _____

Address _____

Course _____ Salary _____

Supervisor _____ Telephone _____

Frequency and Average Number of Students in a Class _____

Reason for Leaving _____

Teaching Background

How many years have you been teaching real estate related topics? _____

Approximate number of courses taught each year? _____

Have you ever taught for a fee? If so, on average, how much are you paid to teach one class? _____

List your preferred topics or courses to teach and your preferred length of class. _____

References

Please list three individuals who can speak to your teaching experience. (Please do not provide references from students)

Name _____ Phone Number _____

Company Name _____ Years Known _____

Name _____ Phone Number _____

Company Name _____ Years Known _____

Name _____ Phone Number _____

Company Name _____ Years Known _____

Miscellaneous Information

Are you currently engaged in the business of real estate as your primary occupation? _____

Please provide your current job position _____

Are there any findings of violations against your license by the Virginia Real Estate Board or any state licensing board? If yes, please explain.

Are there any instances in which you have been found in violation of Realtor® Code of Ethics, Multiple Listing Rules or Lockbox Rules? (This question is meant for self-disclosure only and in no way compels disclosure of what would otherwise be confidential information.)

Have you ever been convicted of a felony (including while in military service)? Yes No

If yes, explain:

Applicant's Statement

READ THIS SECTION PRIOR TO PROVIDING SIGNATURE BELOW

I, the undersigned, agree that this organization may make any lawful inquiry that it considers necessary to determine my eligibility for an instructor position. I authorize this organization to seek and obtain from my present and former employers, schools, and personal references, information relating to my history, character, and qualifications for an instructor position. I release this organization and all persons and entities furnishing such information to this organization from any liability arising from dissemination or publication of such information.

All information provided in this application and any accompanying resume is true and complete. I agree that any false or misleading representation or material omission may disqualify me from consideration for an instructor position and may result in discharge, regardless of when discovered.

I have read and understand the foregoing and I agree unconditionally to the foregoing.

Applicant Signature

Date