



# Sales Associate Application and Questionnaire Version 1.0

Capital Valley Realty Group, Inc.  
1020 Suncoast Lane, Suite 105  
El Dorado Hills, CA 95762  
(916) 939-5350



## Introduction

Capital Valley Realty Group, Inc. (hereinafter “CVRG” or “Company”) welcomes you. You have expressed an interest in joining our team of professionals as a Sales Associate and we are delighted to have this opportunity to get to know you better. CVRG has a reputation of excellent real estate services and we strive to make this the foundation of our business.

A real estate company is only as good as its people and thus, attracting and retaining only the best people are crucial to our success. This is not about just having the people that sell the most real estate, it's about attracting people of a particular profile that CVRG believes make the better real estate professional. Who sells the most at any cost is not as good as who knows when to draw the line as to what is acceptable and what is not. Today's real estate industry is a highly regulated and for good reason. We intend on maintaining very high standards for our industry, our clients, our company and our sales associates.

Accordingly, this application and questionnaire is intended to help us get acquainted with you and to determine if you're a good fit at CVRG and conversely, if CVRG is a good fit for you. It asks some detailed questions about your real estate experience and other general questions about your professional life. You are not obligated to complete the questionnaire but it is encouraged that you do so.

Please feel free to answer the questions in any length to fully explain yourself using the backside of the form, if necessary. Any questions that do not particularly apply because you may be new to real estate, then please just put “N/A” for **Not Applicable**.

If you have any questions about these documents, then please contact the Broker at the nearest CVRG office.

We look forward to talking to you about becoming a Sales Associate after we've received your completed application and questionnaire.



## Sales Associate Application

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_ Referred by \_\_\_\_\_

Position Applying for \_\_\_\_\_ Date you can start \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If so, may we inquire with your present employer? \_\_\_\_\_

High School \_\_\_\_\_ Years attended \_\_\_\_\_ Graduate? \_\_\_\_\_

College \_\_\_\_\_ Years attended \_\_\_\_\_ Degree? \_\_\_\_\_

Military Service? \_\_\_\_\_ No. of years and rank \_\_\_\_\_

Additional experience, training or skills \_\_\_\_\_

<b>Employment History</b> (List last 3 employers starting with the most recent)				
Month/Year	Employer name, city	Position	Primary duties	Reason for leaving
From				
To				
From				
To				
From				
To				

<b>References</b> (List three people not related to you who we may contact)			
Name	City	Telephone	Relationship to applicant

<b>Family Members Selling Real Estate Locally</b> (List only people related to you)			
Name	City	Telephone	Relationship to applicant

## Sales Associate Questionnaire

1. How long have you been in real estate? \_\_\_\_ years \_\_\_\_ months
2. How many residential sale transactions have you closed in your career? \_\_\_\_\_  
Ave/year? \_\_\_\_\_ How many last year? \_\_\_\_\_
3. Are you planning on doing any commercial real estate (either selling or leasing)?  
Y or N please explain if yes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Why do you want to sell real estate? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What (or will) motivate(s) you in real estate? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. How do you market yourself or plan to market yourself? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Do you participate in any activities that you feel will be beneficial to you  
marketing yourself in real estate? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Are you more inclined to work with buyers? Y or N    Sellers? Y or N or both? \_  
\_\_\_\_\_  
\_\_\_\_\_
9. What triggered you to look at real estate as a career choice? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Are you considering yourself a full-time agent? Or part-time? Please explain how much you expect to work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. In your mind, what character traits make for a good agent? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. What to you believe will be your annual sales volume? \$ \_\_\_\_\_
13. How many transactions do you believe it will take to reach that level? \_\_\_\_\_
14. Do you have a long-term strategic real estate plan? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. Do you have any other sources of employment income? If so, please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
16. Do you invest in real estate yourself? If so, please explain what types & how often: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
17. How many personal real estate transactions in the past 3 years have you been involved in? \_\_\_\_\_ State the nature of the transaction(s) & your % interest: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
18. Have you ever been the subject of disciplinary action by a regulatory authority as a result of any professional activities? If so, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



19. Have you ever had any insurer decline, cancel, refuse to renew, or accept only on special terms any errors & omissions insurance? If so, please explain: \_\_\_\_\_

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20. Have any errors & omissions claims been made in the past 5 years against you or any prior real estate office for which you worked? If so, please explain: \_\_\_\_\_

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21. Do you know of any incident, acts, errors or omissions, that could result in a claim against you, your predecessors in business, or any prior real estate office for which you worked? If so, please explain. \_\_\_\_\_

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### **WARRANTY AND SIGNATURE:**

By signing this application and questionnaire, I hereby affirm that my statements and answers to all questions are true and correct. I also hereby grant permission to Capital Valley Realty Group, Inc. ("CVRG") to verify any of the information included in this application and questionnaire, and I agree to cooperate in such verification and release of liability or responsibility all persons, organizations, companies and corporations collecting and supplying such information together with any other information they may have regarding me whether or not it is their records. I further understand that this application and questionnaire does not constitute a relationship of any kind with CVRG until such time as a both parties enter into an Independent Contractor Agreement. If such an agreement is entered into, it is specifically understood, and it is the express intention of the parties, that the position and status of Sales Associate shall be that of an independent contractor and not a partner, employee or servant of broker in all dealings and relationships.

I hereby accept the terms and conditions as stated above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date