

### APPROVAL APPLICATION FOR INSTRUCTORS

**Please Type or Print in Ink**

**Date** \_\_\_\_\_

A. Type of Approval Requesting: (Check One)

(1) Instructor \_\_\_\_\_

(2) Temporary \_\_\_\_\_

(If Temporary, Request for Temporary Instructor Approval Form filled out by school or institution must be attached.)

B. Area(s) of Approval \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (MI)

Contact Address \_\_\_\_\_  
(Street, Route) (City, Town) (State) (Zip Code)

Residence Address \_\_\_\_\_  
(Street, Route) (City, Town) (State) (Zip Code)

Telephone \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) Email address \_\_\_\_\_

C. Have you been involved in any lawsuits, either as plaintiff or defendant in the last three years or are there any lawsuits pending at the present time?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, then explain fully, giving exact dates, places, persons and give full details of such litigation on an attached sheet.

D. Have you ever been convicted of any criminal offenses, or is there any criminal charge now pending against you (other than minor traffic violations)?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, then explain fully, giving exact dates, places, persons and give full details of such litigation on an attached sheet.

E. Education Preparation:

High School: Name and Location \_\_\_\_\_  
Years Attended \_\_\_\_\_  
Diploma Received \_\_\_\_\_ Year Received \_\_\_\_\_

College/ University: Name and Location \_\_\_\_\_  
Years Attended \_\_\_\_\_  
Major Course of Study \_\_\_\_\_  
Degree \_\_\_\_\_ Year Received \_\_\_\_\_

F. Advanced Professional Designation: (Attach copy of Certificate)

Type of Designation

Where Received

Date Received

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G. Experience:

1. Real Estate License Information:

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Has any disciplinary action ever been taken by the Real Estate Commission with regard to your license? \_\_\_ If yes, then explain fully the details surrounding such action on an attached sheet.

2. Vocational Experience: List last five employers beginning with present or latest and work back.

Employer & Address

Dates of Employment

Position

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Instruction Experience

List employers within last five years beginning with present or latest and work back.

Employer & Address

Dates of Employment

Position

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H. School for whom you will teach (if known):

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Recommendations:

List at least four (4) persons other than relatives who would be able to give further information regarding your teaching capabilities, i.e., previous instructors, supervisors, employers, etc., and indicate the way in which they would be familiar with such capabilities.

Name

Address

Telephone

How Acquainted with Capabilities

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I hereby certify that all information herein is true and accurate to the best of my knowledge.

\_\_\_\_\_  
(Applicant Signature) (Date)

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**DO NOT WRITE BELOW THIS LINE**

**OFFICE USE ONLY**

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Issue Date \_\_\_\_\_

Type of Approval \_\_\_\_\_ Expiration Date \_\_\_\_\_

Area(s) Certified to Instruct \_\_\_\_\_

Reason for Approval/Disapproval