

## EMPLOYMENT APPLICATION

*We are an Equal Opportunity Employer. We are a Drug-Free Workplace.*

### PERSONAL INFORMATION

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

E-mail \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Cell/Pgr (\_\_\_\_) \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Addresses within the Past 5 Years:

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Birthplace \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License No \_\_\_\_\_ State Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Social Security No \_\_\_\_\_ Citizenship \_\_\_\_\_ Visa No (if applicable) \_\_\_\_\_

Are you legally eligible for employment in the U S ?  Yes  No

How did you find out about this job?  Newspaper \_\_\_\_\_  Other \_\_\_\_\_

If hired, do you have a reliable means of transportation to get to work?  Yes  No

Have you ever been convicted of a felony?  Yes  No

Have you pleaded nolo contendere to a felony conviction within the last 10 years or have you been held liable in any civil action by final judgment or any administrative judgment by any public agency within the past seven years?  Yes  No

If yes, state the nature of the offense and disposition of the case Include dates and places Convictions do not necessarily exclude an applicant from consideration for employment \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EMPLOYMENT DATA

Are you seeking:  Temporary  Full-time  Part-time

What position(s) are you applying for? \_\_\_\_\_ Minimum salary or hourly pay expected \_\_\_\_\_

Our hours of operation are Mon-Fri from 8:30-5:00 Please indicate any time periods during which you would NOT be available to work \_\_\_\_\_

Are you willing to work overtime?  Yes  No Weekends?  Yes  No

Are you currently employed?  Yes  No If hired, when would you be able to start? \_\_\_\_\_

Have you ever worked for this company before?  Yes  No If yes, name used \_\_\_\_\_

List any friends or relatives employed by this company: \_\_\_\_\_

Are you able to perform general office work with or without reasonable accommodation?  Yes  No

Please describe tasks, if any, you will need an accommodation to perform, and explain what type of accommodation you will need:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY** (Please list your last four employers. Begin with the current or most recent.)

1 Company \_\_\_\_\_ Phone No (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
Describe duties briefly: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact this employer for a reference?  Yes  No

2 Company \_\_\_\_\_ Phone No (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
Describe duties briefly: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact this employer for a reference?  Yes  No

3 Company \_\_\_\_\_ Phone No (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
Describe duties briefly: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact this employer for a reference?  Yes  No

4 Company \_\_\_\_\_ Phone No (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
Describe duties briefly: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact this employer for a reference?  Yes  No

Why are you seeking a new position at this time? \_\_\_\_\_

List any business-related outside interests and organizations you're active in:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

High School: \_\_\_\_\_ Location of School: \_\_\_\_\_ Please Circle: Graduated / GED / Neither  
 College: \_\_\_\_\_ Location of School: \_\_\_\_\_ Degree: \_\_\_\_\_  
 College: \_\_\_\_\_ Location of School: \_\_\_\_\_ Degree: \_\_\_\_\_  
 Trade School: \_\_\_\_\_ Location of School: \_\_\_\_\_ Certification: \_\_\_\_\_  
 Trade School: \_\_\_\_\_ Location of School: \_\_\_\_\_ Certification: \_\_\_\_\_

**MILITARY SERVICE**

Are you a veteran?  Yes  No If yes, give dates of service: From \_\_\_\_\_ To \_\_\_\_\_

Special skills or training: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REFERENCES**

Please give the names of three additional work-related references for whom we may call. Please do not list relatives. Individuals with no prior work experience may list school or volunteer-related references.

	Name & Position	Company	Telephone Number
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

**COMMITMENT TO DIVERSITY**

American Internet Mortgage is committed to maintaining a workforce that is representative of our community. The following information is requested to assist us in this effort. You are not required to furnish this information but may choose to do so if you wish.

Do Not Wish to Furnish  African American  Asian  Hispanic  Native American  White  Other \_\_\_\_\_

**PLEASE READ THE FOLLOWING CAREFULLY THEN SIGN AND DATE THE APPLICATION**

I authorize American Internet Mortgage (AIM) to make an investigation of all information contained in this employment application and I release from liability all companies supplying such information. I understand any false answers, statements, or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge. I specifically authorize and direct my current and former employers to supply employment related information to AIM and do hereby release my current and former employers from liability for providing information to AIM. I authorize AIM to conduct a complete background check, including requesting a copy of my credit report, motor vehicle driving record, and any other investigative report deemed necessary through various third party sources. I understand that any offer of employment will be subject to the satisfactory completion of such employment reference and background checks. As required by law, upon request within a reasonable period of time, I will be notified as to the nature and scope of such investigations. I understand that employment with AIM is dependent upon successful passage of a pre-employment and ongoing random drug screening test. I hereby agree to submit to any drug test required of me prior to my employment and during my employment in compliance with AIM's Drug-Free Workplace Policy. I understand this is an application for employment and that no employment contract is being offered. I understand that if I am hired, my employment will be "At Will," meaning that such employment is for an indefinite period of time and the company may change wages, benefits, and conditions at any time. I have read and agree to the above.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use**

Only: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_