



Employee Application



The Company is an Equal Opportunity Employer and fully subscribes to, as well as practices, the principles of Equal Employment Opportunity. Therefore, we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, citizenship, marital status, sexual orientation or any other characteristic protected by law in the recruitment, selection, placement, training, compensation and promotion of our employees.

PERSONAL INFORMATION

Full Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: _____ Message Number: _____

Previous Address: _____

Can you, after employment, submit verification of your legal right to work in the US? Yes No If under Age of 18, Give Date of Birth _____

Have you ever been employed by the Company? Yes No If so, when, where, and what position? _____

Do you have a friend or relative who is employed by the company? Yes No If so, how are you related? _____

Referred to the Company by? _____

Are you able to perform the essential functions of the job for which you are applying, either with/without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed

Do you have reliable means of transportation in order to comply with the work schedule of the position for which you are applying? Yes No Can you travel overnight if required? Yes No

EMPLOYMENT INFORMATION

Position Applying for: _____ Date Available: _____ Salary Expected: _____

Full-Time Part-time Are there any hours or days you cannot or will not work? Yes No

Regular Temporary If yes, specify _____

Do you have a current valid license for performing title settlement services within your state? Yes No

(Complete this section only if the position applied for requires driving a motor vehicle)

Do you have a driver's license? Yes No State of issue: _____ License Number: _____

Can you, after employment, submit verification of automobile insurance? Yes No

EDUCATION AND SKILLS

Type of School	Name of School and Address	Years Completed	Diploma or Degree	Major
High School				
College				
Graduate School				
Trade/Technical School				

List all skills, training and experience that would be helpful in determining your job qualifications:

PERSONAL EMPLOYMENT HISTORY AND REFERENCES

Please list all jobs held for the past ten years beginning with your present or last employer. Account for all periods of unemployment, self employment, military service or volunteer work. Use an additional form if necessary. Add personal references if you have less than three prior employers. If you are or have been employed under a maiden or other name, please add it in parenthesis () after your name. FALSE OR INCOMPLETE INFORMATION IS GROUNDS FOR TERMINATION.

May we contact your employer: ☐ Yes ☐ No

Name of Employer: Supervisor Name:

Address: Phone #:

Last job title: ☐ Full-Time ☐ Part-Time

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

Dates of employment: From: To:

Reason for Leaving (be specific):

May we contact your employer: ☐ Yes ☐ No

Name of Employer: Supervisor Name:

Address: Phone #:

Last job title: ☐ Full-Time ☐ Part-Time

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

Dates of employment: From: To:

Reason for Leaving (be specific):

May we contact your employer: ☐ Yes ☐ No

Name of Employer: Supervisor Name:

Address: Phone #:

Last job title: ☐ Full-Time ☐ Part-Time

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

Dates of employment: From: To:

Reason for Leaving (be specific):

PLEASE READ AND CHECK THE FOLLOWING STATEMENTS. SIGN ONLY AFTER THE ENTIRE APPLICATION HAS BEEN COMPLETED.

1. The information that I have provided on this application is accurate, true and complete.

I agree.

2. I understand and agree that any misrepresentation or omission of a material fact in my application my result in a refusal of employment or, if employed termination of employment from the Company.

I agree.

3. I understand that, if employed with the Company, my employment will be conditioned upon my submission of proof of my identity and authorization to work in the United States in accordance with the Immigration Reform Control Act, as amended

I agree.

4. I understand that this application is not a promise of employment

I agree.

5. I understand, that if employed by the Company, I will be subject to the provisions and benefits as contained in the Company Employee Handbook, a copy of which is available for my review. I agree to comply with all Company policies.

I agree.

6. I understand that if employed by the Company, I may be required to work overtime hours or hours outside a normally-defined work day or work week.

I agree.

7. I understand that if I am hired, my employment is "at will" and will be for no definite period of time, regardless of the period of the payment of my wages. I further understand that I have the right to terminate my employment at any time, with or without notice, and the Company has the same right. No one other than the President of the Company or his designee has authority to modify this relationship or to make any agreement to the contrary. Any such modification or agreement must be in writing. I acknowledge that no Company representative has made any promises or agreements that are in conflict with this at-will employment relationship.

I agree.

8. I understand that any offer of employment is contingent upon submitting and passing a background check

I agree.

In signing this form, I acknowledge that I have read the entire form and understand it. I have placed a check mark in the "I Agree" box beside Paragraphs 1 through 8, and confirm that I have read and understand and agree to each paragraph.

Signature of Applicant or Employee

Date

VOLUNTARY EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

As an equal opportunity employee, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability. We invite you to complete the optional self-identification fields below used for compliance with government regulations and record-keeping guidelines.

PLEASE COMPLETE IN FULL:

Name: _____ Date: _____

Positions Applied for: _____ Sex: ☐ Male ☐ Female

RACE/ETHNICITY:

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

VETERAN/DISABILITY

(check all that apply)

Disabled Veteran - means (i) a veteran of the U.S. Military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (ii) a person who was discharged or released from active duty because of a service-connected disability.

Other Protected Veteran - means a veteran who served on active duty in the U.S. Military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

Armed Forces Service Medal Veteran - means a veteran who, while serving on active duty in the U.S. Military, ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985(61 Fed. Reg. 1209).

Recently Separated Veteran - means a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. Military, ground, naval, or air service.

Other Veteran - not defined in one of the four categories above.

Non-Veteran