



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 <u>within the Past 5 Years:</u>			
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.? <input type="radio"/> Yes <input type="radio"/> No			
How did you find out about this job? <input type="radio"/> Newspaper _____ <input type="radio"/> Other _____			
If hired, do you have a reliable means of transportation to get to work? <input type="radio"/> Yes <input type="radio"/> No			
Have you ever been convicted of a felony? <input type="radio"/> Yes <input type="radio"/> 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? <input type="radio"/> Yes <input type="radio"/> 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: <input type="radio"/> Temporary <input type="radio"/> Full-time <input type="radio"/> 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? <input type="radio"/> Yes <input type="radio"/> No	Weekends? <input type="radio"/> Yes <input type="radio"/> No
Are you currently employed? <input type="radio"/> Yes <input type="radio"/> No	If hired, when would you be able to start? _____
Have you ever worked for this company before? <input type="radio"/> Yes <input type="radio"/> 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? <input type="radio"/> Yes <input type="radio"/> 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/Phone # of School: _____ Please Circle: Graduated / GED / Neither

College: _____ Location/Phone # of School: _____ Degree: _____

College: _____ Location/Phone # of School: _____ Degree: _____

Trade School: _____ Location/Phone # of School: _____ Certification: _____

Trade School: _____ Location/Phone # 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:
