

Application for Employment

ATTACH COPY OF CURRENT RESUME

Name _____					
Last	Middle	First			
Present Address _____					
	Number	Street	City	State	Zip
How Long _____					
Telephone (____) _____					
If under 18, please list age _____					
Position applied for _____					
Date Available for work? _____					
Social Security Number _____ - _____ - _____					

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (City/State)	YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				

<p>HAVE YOU EVER BEEN CONVICTED OF A CRIME <input type="checkbox"/> NO <input type="checkbox"/> YES</p> <p>If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____</p> <p>_____</p>
<p>Have you ever experienced any disciplinary action administered by any State Banking/Finance regulatory agencies? <input type="checkbox"/> NO <input type="checkbox"/> YES</p> <p style="text-align: right;">(If Yes, Please elaborate on a separate sheet)</p>
<p>DO YOU HAVE A DRIVER'S LICENSE? <input type="checkbox"/> NO <input type="checkbox"/> YES</p>

OFFICE: 301-932-4610 FAX: 301-932-5341

Work Experience		Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.	
Name of employer:	Employment dates	From:	To:
Address:	Name of last supervisor:		
City, State, Zip Code:	Pay or salary	Start:	Final:
Phone Number:	Your last job title:		
Reason for leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:			
Name of employer:	Employment dates	From:	To:
Address:	Name of last supervisor:		
City, State, Zip Code:	Pay or salary	Start:	Final:
Phone Number:	Your last job title:		
Reason for leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:			
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Phone Number:	Your last job title:		
Reason for leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:			



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EMPLOYMENT REFERENCES

Mandatory: Please List Three Business References. Two MUST be Past or Present Employers:

Name _____

Position _____

Company _____

Telephone () _____

Name _____

Position _____

Company _____

Telephone () _____

Name _____

Position _____

Company _____

Telephone () _____

Type of LOS program used:

(Calyx-Point, Contour-The Loan Handler, Genesis 2000, Byte-The Qualifier Series)

I choose to process my own loans: _____

I choose to have my loans processed for me: _____

Current employer _____

Lender or Broker? _____

Are you: (check all that apply)

Realtor? _____ Appraiser? _____ Financial Advisor? _____ Title Clerk? _____

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Please provide proof of employment for the past two years in one of the following: 1099, W-2's, Tax returns or Pay stubs.

“I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE SKEENS CONSULTING CORPORATION FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF SKEENS CONSULTING CORPORATION HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE.”

DATE

SIGNATURE

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Background & Credit Authorization To Release Information

To: Any person(s), entity, agency, custodian of records, or data recorder having any information, records or knowledge of my conduct or activities:

I, _____ hereby authorize Employment Record Service LLC, through its agents, to conduct an appropriate background investigation of me, and prepare and deliver to Skeens Consulting Corporation, a consumer report or investigative consumer report, to determine my eligibility for employment, promotion or retention as governed by the Fair Credit Reporting Act Public Law 91-508. I understand that I have the right to request, in writing, additional disclosures under the provisions of the Fair Credit Reporting Act. I authorize all persons who may have information relevant to this investigation to disclose it to Employment Record Service LLC or its agents, and I release all persons from liability on account of such disclosure. I hereby further authorize that a photocopy of this authorization may be considered as valid as an original.

Signature: _____

Date: _____

Furnished for the purpose of positive identification: (Print Clearly)

NAME MUST BE FULL LEGAL NAME

Last: _____ First: _____ MI: _____

Address: _____

City: _____ State: _____ Zip: _____

A.K.A. (include maiden name):

SSN: ____ - ____ - ____ DOB: ____/____/____ PLACE OF BIRTH: _____

Driver License #: _____ State: _____

Address History (Past 10 Years) Do Not Use Any Past College Addresses

California: Applicants need not disclose convictions for marijuana related offenses that occurred more than two (2) years ago.

Ohio: Applicants need not disclose misdemeanor convictions.

Massachusetts: Applicants need not disclose misdemeanor convictions for drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbing the peace. Also an applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to any inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment may answer "no record" with respect to any conviction of a misdemeanor where the date of such conviction, or the completion of any resulting period of incarceration, whichever date is later, occurred five (5) or more years prior to the date of application for employment. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services, which did not result in a complaint transferred to the superior court for criminal prosecution.