

EMPLOYMENT APPLICATION

Applicant's Name

Position Applied For

Reunion Mortgage Inc. is fully committed to the principles of equal opportunity as an integral part of our mission to be a leader in the mortgage industry embodying the highest personal and corporate ethical standards. It is our policy to treat all of our employees in the spirit of and in full compliance with equal opportunity requirements without regard to race, color, religion, gender, age, national origin, handicap, veteran status, sexual orientation, or any other basis prohibited by law.



You are applying for employment with one of the leading mortgage companies. We maintain very high professional and personal standards. We maintain both a smoke-free and drug-free workplace.

In keeping with federal requirements, any offer of employment is made contingent upon the applicant providing Reunion Mortgage Inc. with acceptable documentation establishing both identity and employment authorization, regardless of national origin or citizenship.

Instructions: Print or type, and answer all questions. You are not required to provide any information that is contrary to local, state or federal law.

Name: _____ Social Security #: _____

Address: _____ Date from _____ to _____

City: _____ State: _____ Zip Code: _____ County: _____

Home Telephone: _____ cell phone: _____ email address: _____

(Please complete if above address history is less than 10 years)

Address: _____ Date from _____ to _____

City: _____ State: _____ Zip Code: _____ County: _____

(Please complete if above address history is less than 10 years)

Address: _____ Date from _____ to _____

City: _____ State: _____ Zip Code: _____ County: _____

Is any additional information relative to a change of name necessary to enable a check on your work and/or educational record?
 No Yes If yes, please explain.

If hired, are you able to furnish proof of your identity as well as submit verification of your legal right to work in the United States? No Yes

Failure to provide proof of the right to work upon hire will result in rescinding the offer of employment and/or termination of employment.

Position(s) Desired: _____

Referred By (check one): Friend Internet search _____
 Agency Reunion website
 Other _____

Date Available: _____ Salary Desired: _____

Friends/Relatives employed by Reunion Mortgage Inc (Please provide name, relationship and position held): _____

Have you ever been employed by Reunion Mortgage Inc? No Yes If yes, when? _____

Have you previously applied to Reunion Mortgage Inc? No Yes If yes, when? _____

If hired, can you furnish proof that you are at least eighteen (18) years of age or, if under eighteen (18), do you have a permit to work? No Yes

Are you available for overnight travel if the job requires it? No Yes N/A

If no, please explain: _____

Would you be willing to work overtime when required as part of your work assignment? No Yes

If required for the position, do you have a valid driver's license? No Yes N/A

Circle Highest Grade Completed: High School 9 10 11 12
 College 1 2 3 4 5 6 7



School Name/Location-City/State	Major	NO	YES	Year Graduated	Degree, Certificate or Credits Earned
High School:					
College/University:					
College/University:					
Graduate School:					

Subject of special interest, scholastic honors, activities or offices held:

Do you have any language abilities (such as reading, speaking or writing a foreign language) that might help you perform the job(s) for which you are applying? If yes, please explain:

EMPLOYMENT HISTORY

List present or most recent employer first. Please account for all periods of time over the past ten (10) years, whether employed or unemployed (including volunteer work). In addition to completing the application, you may attach a recent resume.

May we contact these employers? No Yes
 If no, please explain:

Date Started	Date Ended	Company Name & Address	Telephone Number	Starting Base Salary	Ending Base Salary
	to			\$	\$

Job Titles and Duties:

Supervisor's Name and Title: Reason for Leaving:

Date Started	Date Ended	Company Name & Address	Telephone Number	Starting Base Salary	Ending Base Salary
	to			\$	\$

Job Titles and Duties:

Supervisor's Name and Title: Reason for Leaving:

Date Started	Date Ended	Company Name & Address	Telephone Number	Starting Base Salary	Ending Base Salary
	to			\$	\$

Job Titles and Duties:

Supervisor's Name and Title: Reason for Leaving:

Date Started	Date Ended	Company Name & Address	Telephone Number	Starting Base Salary	Ending Base Salary
	to			\$	\$

Job Titles and Duties:



Supervisor's Name and Title:

Reason for Leaving:

Typing (Corrected Words Per Minute) _____ wpm

Data Entry _____ ksm

Computer Software Proficient:

Other Office Equipment:

Can you perform the essential functions of the position for which you have applied with or without reasonable accommodations?
 No Yes

Have you ever been convicted of a felony or a criminal offense? No Yes
(Do not include convictions for marijuana-related offenses more than 2 years old; convictions that have been sealed, expunged or legally eradicated; and misdemeanor convictions for which probation was completed and the case was dismissed.)
 A "Yes" answer will not automatically disqualify you from employment. If yes, please explain:

List other data you feel should be considered in evaluating your qualifications for employment:

List three (3) persons willing to provide professional and/or character references for you (please do not include relatives).

Name	Telephone Number	Occupation	Length of Acquaintance

I hereby certify, that the answers, information, and statements given by me in this application are true, correct and complete. I hereby authorize Reunion Mortgage Inc. to verify same and hereby authorize my former employers and educational institutions to provide Reunion Mortgage Inc. information which concerns me. I release Reunion Mortgage Inc. or any other organization or persons from liability that arises from verifying the information contained on the application. I understand that any inaccurate, incorrect, or incomplete answers, information, or statements in this application or at any time during the hiring process, may result in my disqualification. If I am hired and it is later discovered that there was falsification, that fact could be grounds for immediate termination of employment.

I agree that, if hired, either Reunion Mortgage Inc. or myself may terminate my employment with Reunion Mortgage Inc. at any time, with or without cause and with or without notice. I further understand that, if hired by Reunion Mortgage Inc., my employment will be an "at will" relationship, not a contractual relationship, and that no manager of Reunion Mortgage Inc. shall have any authority to enter into any contract or agreement, whether written or oral, regarding my employment at Reunion Mortgage Inc. that is contrary to the foregoing. If I am hired, I agree to follow Reunion Mortgage Inc.'s rules and procedures.

During any employment with Reunion Mortgage Inc., I will not accept or hold additional employment which would create a conflict of interest. I shall preserve in strictest confidence all information concerning the business of Reunion Mortgage Inc. and its customers.

I understand and accept the above stated terms and conditions.

X

Applicant's signature

Date

**DISCLOSURE TO EMPLOYMENT APPLICANT
REGARDING PROCUREMENT OF
A CONSUMER REPORT**

In connection with your application for employment, we may procure a consumer report on you from LexisNexis Screening Solutions as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the federal Fair Credit Reporting Act.

LexisNexis will also pull a Department of Motor Vehicle report for all Sales and Manager positions.

Industry specific background screens will also be conducted.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

By your signature below, you hereby authorize us to obtain a consumer report about you in order to consider you for employment.

Applicant's Name: _____

Other Names Used: _____

Applicant's Address: _____

City / State / Zip: _____

Telephone Number: _____

Social Security Number: _____

Drivers License Number and State: _____

Name as appears on Drivers License: _____

Date of Birth: _____

NOTE: Date of Birth information is used **ONLY** by LexisNexis Screening Solutions for verification of identity and is not used for any purpose by the Employer.

Applicant's Signature: _____