

APPLICATION FOR EMPLOYMENT (PRE-EMPLOYMENT QUESTIONNAIRE)

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Name _____ Date _____

Address _____ City/State _____ Zip _____

Telephone Number (day) _____ (evening) _____

E-mail: _____ (cell phone #) _____

In case of emergency notify: _____

NAME

ADDRESS

TELEPHONE #

Are you applying for: Full time Part time _____ Hours Position applying for _____

How did you learn about us? Newspaper Yellow pages Referral who _____, Internet, Other _____

Are you either a U.S. Citizen or an alien authorized to work in the United States? Yes No

Have you ever been convicted of a criminal offense*? Yes No

*You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

EDUCATION

	NAME	ADDRESS	COURSE	YEARS COMPLETED	DEGREE
HIGH SCHOOL					
UNDERGRADUATE COLLEGE					
GRADUATE SCHOOL					
OTHER (SPECIFY)					

EMPLOYMENT EXPERIENCE (list most recent first)

May we contact your current employer? _____

1. EMPLOYER		DATES		RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE	SUPERVISOR	SALARY / RATE		
REASON FOR LEAVING		STARTING	FINAL	
2. EMPLOYER		DATES		RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE	SUPERVISOR	SALARY / RATE		
REASON FOR LEAVING		STARTING	FINAL	
3. EMPLOYER		DATES		RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE	SUPERVISOR	SALARY / RATE		
REASON FOR LEAVING		STARTING	FINAL	

REFERENCES: GIVE THE NAME OF THREE **PROFESSIONAL** REFERENCES THAT YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS	TELEPHONE NUMBER	BUSINESS	YEARS Acquainted
1.				
2.				
3.				

DESIRED GEOGRAPHIC LOCATION: _____

DESIRED TEMPORARY PAY RATE PER HOUR \$ _____ BUS LINE? __Y__N

PLEASE CHECK THE SKILLS YOU HAVE AT LEAST 6 MONTHS EXPERIENCE WITH:

MORTGAGE

- ___ Appraiser
- ___ Assistant Closer/Title
- ___ Closer/Escrow
- ___ Closer/Mortgage
- ___ Closer/Title
- ___ Collections
- ___ Document Review Control
- ___ Document Drawer
- ___ Document Analyst Conventional
- ___ Document Analyst Government
- ___ Insuring/Guaranty
- ___ Loan Servicing
- ___ Mortgage Counselor
- ___ Opener
- ___ Mortgage Payoff Department
- ___ Processor
- ___ Quality Control
- ___ Shipper/Conventional
- ___ Shipper/FHA/VA/Conventional
- ___ Underwriter
- ___ Other _____

- Processing Software
- ___ Calyx Point
 - ___ Contour
 - ___ Genesis 2000
 - ___ Mortgage Flex
 - ___ Interlinq/Mortgageware
 - ___ Other _____

FINANCIAL

- ___ Auditing
- ___ Accounts Payable
- ___ Accounts Receivable
- ___ Accountant/CPA
- ___ Bookkeeping
- ___ Cashier
- ___ Collections
- ___ Commercial Lending
- ___ Consumer Lending
- ___ Credit Analyst
- ___ Financial Planner
- ___ Insurance
- ___ Investments
- ___ Item Processor
- ___ Loan Doc Preparation
- ___ Payroll
- ___ Personal Banker
- ___ Proof Operator
- ___ Sorter Operator
- ___ Teller
- ___ Vault Servicing
- ___ Other _____

ADMINISTRATIVE

- ___ 10 Key
- ___ Administrative Assistant
- ___ Customer Service
- ___ Data Entry 5000-7000 KSPH
- ___ Data Entry 8000-10000 KSPH
- ___ Data Entry
- ___ Degree 4 Year
- ___ Telemarketing
- ___ Type 35+wpm
- ___ Executive Secretary
- ___ File clerk
- ___ Legal Experience
- ___ Mailroom
- ___ Medical
- ___ Proofread
- ___ Receptionist 2-6 Lines
- ___ Receptionist/Typist
- ___ Switchboard
- ___ Other _____

SOFTWARE

- ___ Excel
- ___ WordPerfect
- ___ MS Word
- ___ PageMaker
- ___ PowerPoint
- ___ Other _____

AUTOMATED SYSTEMS

- ___ FNMA Desktop Underwriter
- ___ FHLMC Loan Prospector
- ___ FNMA Desktop Originator (Internet)
- ___ FHLMC Loan Prospector (Internet)

I will not accept permanent or temporary employment with any company I am placed at through Mortgage Temps for a period of at least 180 days after the end date of the assignment.

"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 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 ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING IT TO MORTGAGE TEMPS.

"I UNDERSTAND AND AGREE THAT IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE."

SIGNATURE OF APPLICANT _____ DATE _____