



THE MORTGAGE FIRM

— Closing Simplified. —

EMPLOYMENT APPLICATION COVER LETTER

POSITION DESIRED: _____ FULL TIME ☐ PART TIME ☐

TODAY'S DATE: _____ PROJECTED START DATE: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER APPLICANT'S STATEMENT

I understand that this application will be given every consideration, but it is not a promise of employment.

I understand that if I am hired, my employment will be for no definite period, regardless of the period of 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 has authority to modify this relationship or to make any agreement to the contrary. Any such modification or agreement must be in writing.

I understand that the Company reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that any offer of employment may be contingent upon the passing of a physical examination, and a test for the presence of alcohol in my system, performed by a doctor selected by the Company. Further, I understand that at any time after I am hired, the Company may require me to submit to a physical examination, and an alcohol test, to the extent permitted by law. I consent to the disclosure of the results of the physical examinations and related tests to the Company. I also understand that I may be required to take other tests, such as personality and honesty tests, prior to employment and during my employment.

I understand that the Company may investigate my driving record and my criminal record and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I further understand that the Company may contact my previous employers and I authorize those employers to disclose to the Company all records pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees and representatives, as well as other individuals who release information to the Company, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I hereby state that all of the information that I provide on this application and in any interview is true and accurate. I understand that if I am employed and any such information is later found to be false in any respect, I may be dismissed.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.

Printed Name of Applicant _____

Signature of Applicant _____



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EMPLOYMENT APPLICATION

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

POSITION APPLYING FOR: _____

PERSONAL INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Current Address:

Street and Apt. # _____ City _____ State _____ Zip Code _____

Permanent Address (if different from above):

Street and Apt. # _____ City _____ State _____ Zip Code _____

Cell Phone: _____ E-mail: _____

Social Security #: _____ - _____ - _____ Driver's License #: _____ State: _____

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:

☐ Yes ☐ No

If applicable, please list your visa type, visa # and expiration: _____

Have you ever served in the U.S. Military? ☐ Yes ☐ No

If yes, please provide the following information:

Branch of Service: _____ Rank at time of separation: _____

I served from _____ to _____

Special Honors:

First Name

Middle Initial

Last Name

EMPLOYMENT HISTORY

PRESENT OR MOST RECENT EMPLOYER

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? ☐ Yes ☐ No
Name Title

Reasons for Leaving: _____

PRIOR EMPLOYER

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? ☐ Yes ☐ No
Name Title

Reasons for Leaving: _____

PRIOR EMPLOYER

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? ☐ Yes ☐ No
Name Title

Reasons for Leaving: _____

First Name

Middle Initial

Last Name

EDUCATION

HIGH SCHOOL

Name and Address

Did you graduate? ☐ Yes ☐ No

If you did not graduate, did you receive your GED? ☐ Yes ☐ No

Special honors or awards: _____

TECHNICAL OR VOCATIONAL SCHOOL

Name and Address

Did you graduate? ☐ Yes ☐ No

If you did not graduate, did you receive your GED? ☐ Yes ☐ No

Special honors or awards: _____

COLLEGE OR UNIVERSITY

Name and Address

Did you graduate? ☐ Yes ☐ No

Degree: _____ Major: _____

Special honors or awards: _____

COLLEGE OR UNIVERSITY

Name and Address

Did you graduate? ☐ Yes ☐ No

Degree: _____ Major: _____

Special honors or awards: _____

First Name

Middle Initial

Last Name

POSITION SPECIFICATIONS

Position Applying For: _____

How did you hear about this job? _____

What hours are you willing to work? _____

Would you be able to work weekends? ☐ Yes ☐ No

Are you willing to travel for the job? ☐ Yes ☐ No

When would you be able to start? _____

Desired salary: _____ per _____

LICENSE & NMLS INFORMATION

NMLS unique ID: _____

State Loan Origination License #: _____

Real Estate License #: _____ Active: ☐ Yes ☐ No

Other Professional Licenses (i.e. appraiser, securities, etc.): _____ Active: ☐ Yes ☐ No
_____ Active: ☐ Yes ☐ No

SKILLS

Please describe any skills you have in the following areas:

Computer: _____

Languages Spoken (other than English): _____

Other: _____

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history. Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

Signature: _____ Date: _____



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EMPLOYMENT AGREEMENT

_____ (“Employee”) and The Mortgage Firm, Inc. voluntarily enters into this employment agreement.

The parties understand that the business of the Company is subject to market conditions that may result in reduction of staff levels and/or termination of the Employee’s employment with little or no notice. The Company also recognizes the Employee’s right to terminate employment for a better opportunity or other personal reasons.

Based on these understandings, The Mortgage Firm, Inc., and the Employee hereby agrees that the employment of the Employee is based on a 90-day probation period. During the 90-day probation period no company benefits will be provided. Benefits will be provided once the 90-day period has been successfully completed to The Mortgage Firm, Inc. standards.

Employee Signature

Date

Print Employee Name

Date

Signature on behalf of The Mortgage Firm, Inc.

Date



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FAIR LENDING STATEMENT

The Mortgage Firm, Inc. is committed to treating all individuals fairly and equitably in the conduct of its lending practices in all jurisdictions where it conducts business. This commitment is part of our fundamental mission of providing quality financial services to existing and prospective customers in accordance with all applicable laws. In the United States, this principle is embodied in fair lending laws such as the Equal Credit Opportunity Act and the Fair Housing Act. These laws require the equitable treatment of all credit applicants, without regard to race; sex; sexual orientation; color; creed; national origin; religion; age (provided that the applicant has the capacity to enter into a binding agreement); medical history; marital status; familial status (number and age of children); military status; sexual orientation; disability; because the applicant has in good faith exercised any right under the Consumer Credit Protection Act or the Service members Civil Relief Act (SCRA); that all or part of a consumer's income derives from a public assistance program; or other prohibited basis. Denying any person equal access to basic economic opportunities, such as home ownership or credit, is morally repugnant, and has no place in our company and will not be tolerated.

Only through the efforts of all of us at The Mortgage Firm can we ensure that every applicant for credit receives fair and equitable treatment and that we have helped each member of the communities, which The Mortgage Firm serves, reach his or her fullest potential.

It is against the policy of The Mortgage Firm, Inc. to discriminate in the making of a loan. Each loan is considered on an individual basis, using consistently applied underwriting standards. The Mortgage Firm, Inc. determines the investment criteria required of loans it closes and applies those criteria consistently, without regard of discriminatory factors.

No employee of The Mortgage Firm, Inc. is authorized to engage in any "redlining" or discriminatory practices. In fact, they are expressly prohibited from violating this company policy.

Date

Signature

Print Name



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AUTHORIZATON FOR DIRECT DEPOSIT – EMPLOYEE ENROLLMENT

This authorizes The Mortgage Firm, Inc. (the “Company”) to send credit entries (and appropriate debit and adjustments entries), electronically or by any other commercially accepted method, to my (our) account(s) I (we) identify in the future (the “Account”). This authorizes the financial institution holding the Account to post all such entries.

ACCOUNT

ACCOUNT TYPE (CHECK ONE) ☐ Checking ☐ Savings

Employee Bank Name

Bank Routing # (ABA#)

Account #

This authorization will be in effect until the Company receives a written termination notice

Signature (Typing of Employee Name will constitute a signature)

Print Name

Date

Email Address to be Used for Paystub Delivery
(required)

Please make sure that you verify the information that is entered as it relates to the ABA# and the account number. Failure to provide accurate information will result in the direct deposit not transacting. You can attach a copy of a voided check for verification purposes.