



Employment Application

AN EQUAL OPPORTUNITY EMPLOYER

Commonwealth Mortgage Group does not discriminate in hiring or employment on the basis of age, ancestry, color, creed, handicap, marital status, national origin, race, religion, gender, sexual preference, or any other basis protected by state or federal law. Completion and acceptance of this application does not constitute a guarantee of employment. Please print in ink. You must complete the entire application.

APPLICANT INFORMATION

Name: _____
Last First Middle

Address: _____
Street City State Zip Day Phone (____) _____
Evening Phone (____) _____

Email: _____

Position Sought _____ Wage or Salary Expected: _____

Applying for: Full Time Part Time Temporary/Summer

Have you ever worked for Commonwealth before? No Yes If yes, when? _____

How were you referred to Commonwealth? Employee _____ School _____

Walk-in Newspaper _____ Internet _____ Other _____

Are you a licensed Real Estate Agent? Yes No

Preferred name to appear on business cards, internal lists, and email if hired: _____

Date available to start work: _____

EDUCATION

Note: Applicant may be required to furnish transcript of school or college record and indicate degree.

School	Name of School	City	State	No. of Years Attended	Did You Graduate?	Diploma or Degree?	Major Course of Study
High School							
College							
Graduate School							
Other							

List any skills/qualifications which are pertinent to the job for which you are applying:

Have you ever been convicted of a crime? Yes No If yes, please give details of each conviction:

NOTE: A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the position for which you are applying.

EMPLOYMENT HISTORY

Starting with your current employer, list all employers for the past five years.

May we contact these employers? Yes No Yes, but not present employer

Present

Employer: _____ Address: _____

Job Title: _____ Telephone #: _____

Employed from _____ to _____ Starting Salary: _____ Ending Salary- _____

Supervisor: _____ Reason for Leaving: _____

Work Performed: _____

Employer: _____ Address: _____

Job Title: _____ Telephone #: _____

Employed from _____ to _____ Starting Salary: _____ Ending Salary: _____

Supervisor: _____ Reason for Leaving: _____

Work Performed- _____

Employer: _____ Address: _____

Job Title: _____ Telephone #: _____

Employed from _____ to _____ Starting Salary: _____ Ending Salary- _____

Supervisor: _____ Reason for Leaving: _____

Work Performed: _____

Employer: _____ Address: _____

Job Title: _____ Telephone #: _____

Employed from _____ to _____ Starting Salary: _____ Ending Salary: _____

Supervisor: _____ Reason for Leaving: _____

Work Performed. _____

REFERENCES

List the name, address, and telephone number of three individuals not related to you, preferably past supervisors and/or co-workers, who we can call for references:

Name: _____ Relationship to you: _____

Address: _____ Telephone: _____

Name: _____ Relationship to you: _____

Address: _____ Telephone: _____

Name: _____ Relationship to you: _____

Address: _____ Telephone: _____

PLEASE READ CAREFULLY BEFORE SIGNING THIS FORM

I certify that the information provided by me on this application is true and correct. I agree that Commonwealth Mortgage Group shall not be held liable in any respect if my employment is terminated because of any misrepresentation, false statement, or omission by me in this application. I understand and agree that any misrepresentation, false statement, or omission by me in this application may render this application void and, if I am employed by Commonwealth Mortgage Group, may be reason for termination. If I am employed, I agree to comply with all company rules and regulations.

You are hereby authorized to verify the information I have supplied and to conduct any investigation of my personal history, credit and financial records, driving record(s), criminal convictions, and/or military service, employing consumer reporting agencies of your choice subject to the provisions of the Fair Credit Reporting Act (FCRA). I also understand that before I am denied employment based on information contained in the report, Commonwealth Mortgage Group will provide me with a copy of the report and a description in writing of my rights under the FCRA. I understand that if I disagree with the accuracy of any of the information in the report, I must notify Commonwealth Mortgage Group within 5 days of my receipt of the report. If I notify Commonwealth Mortgage Group that I am challenging the information in the report, Commonwealth Mortgage Group will not make a final decision on my status until after I have had a reasonable opportunity to address the information contained in the report.

I authorize investigation of all statements contained in this application, and authorize the companies, schools, and persons named above to give any information requested regarding my employment, character, and qualifications. I hereby release and hold harmless Commonwealth Mortgage Group, former employers, schools and persons from any liability or any damage arising out of or relating to release of information.

I understand and agree that if hired I will be employed on an at-will basis. This means that my employment relationship with the company may be terminated at any time by the company for any reason or no reason whatsoever within its sole discretion.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period must reapply.

Signature: _____ Date: _____