



FIRST
INTERNATIONAL TITLE

Employment Application

Position you are applying for:

First Name	Middle Name	Last Name

Address			
Permanent		e-mail	
		SSN	
Phone			
	Area	Number	Extension
Home			
Work			
	Area	Number	
Cellular			
Pager			

Education			
Year	Degree	Major	School

Other		Y	N
Referred By:		Are you willing to relocate?	Permanent
Maximum Commute			Contract
		Maximum Travel %	



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Employment History (most recent first)

Dates: from		To		Company	
Position Title				City/State	
Supervisor's Name & Title				Telephone	
Co's Product/Services/SIC Code				Co. Revenue	
Compensation-Base		Bonus		Total Compensation	
Number Supervised				Reason for leaving	

List your top 3 responsibilities in priority order:

- 1.
- 2.
- 3.

Employment History

Dates: from		To		Company	
Position Title				City/State	
Supervisor's Name & Title				Telephone	
Co's Product/Services				Co. Revenue	
Compensation-Base		Bonus		Total Salary	
Number Supervised				Reason for leaving	

List your top 3 responsibilities in priority order:

- 1.
- 2.
- 3.

Employment History

Dates: from		To		Company	
Position Title				City/State	
Supervisor's Name & Title				Telephone	
Co's Product/Services				Co. Revenue	
Compensation-Base		Bonus		Total Salary	
Number Supervised				Reason for leaving	

List your top 3 responsibilities in priority order:

- 1.
- 2.
- 3.



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Name: _____

Professional References

We require 3 professional references to include a minimum of 2 supervisors. Please contact these individuals and let them know a representative from our firm will be calling them to corroborate the details discussed during the screening process.

*Supervisors Name	Company	Title	Telephone Number (W)	Telephone Number (H)	May we contact?	
					Yes	No
*						
*						

***Required**

List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

	Fluent	Good	Fair
Speak			
Read			
Write			

Desired Pay Rate: (Required) _____ **Annually** or _____ **Per Hour**

Have you ever been employed with the firm before? Yes No

If Yes, When?

Do you have any friends or relatives employed by this firm? Yes No

If Yes, please provide their names and relationship to you.

Are you currently employed? Yes No

May we contact your employer? Yes No

If under 18 years of age, can you provide proof of your eligibility to work? Yes No

If hired, can you provide proof of US citizenship or proof of your legal right to work in the U.S.? Yes No

The following questions must be answered truthfully. A "yes" answer to any of the following questions does not automatically keep you from being hired. However, omission or falsification of any criminal history is a cause for dismissal from employment or consideration of employment.

Have you ever pled guilty to a criminal offense (misdemeanor or felony)? Yes No

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

Have you ever pled no contest or had adjudication withheld on any criminal offense? Yes No

If you answered yes to any of the above questions, please provide dates, places, details and dispositions of any convictions, pleas, sentences or pending issues (attach separate sheet, if necessary)



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Fair Credit Reporting Act Candidate Notice and Disclosure

The Law Office Of Marshall Watson P.A & Watson Title Group(the "Company") will order a consumer report and/or an investigative consumer report (background check report) on you in connection with your application for employment, or if already hired, or if you already work for the Company, we may order additional background check reports on you for employment purposes without obtaining additional consent, where permissible by law. The consumer reporting agency ("Consumer Reporting Agency") that will prepare and process the report(s) is:

ADP Screening and Selection Services

301 Remington Street

Fort Collins, Colorado 80524

Telephone 800-367-5933

In the event that information from the report is utilized in part or in whole in making an adverse decision with regard to your potential employment or employment, before making the adverse action, we will provide you with a copy of the report and a description in writing of your rights under the law.

You have the right to request, in writing, within a reasonable time, that we disclose the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested, whichever is the later. To receive this information or to inspect any files concerning such a report or to determine if a report has been requested, you may contact the Company or the Consumer Reporting Agency.

The Fair Credit Reporting Act and certain state laws give you specific rights in dealing with consumer reporting agencies. You will find these rights in the attached documents.

Please be advised that we may also obtain an investigative consumer report (background check report) on you that may include information as to your character, general reputation, personal characteristics, and mode of living. By your signature below, you hereby authorize us to order consumer and/or investigative consumer reports including, but not limited to: social security number validation, criminal conviction records, employment and earnings history, education, credit, licensing and certification checks, references, military service, sex offender registry, civil cases, OIG/GSA, OFAC/Patriot Act records, any sanctions list, FBI fingerprinting, and if applicable, workers' compensation injuries, driving record, and drug testing results. The information may be obtained from private and public repositories of information, and can be disclosed to the processing agency (Consumer Reporting Agency) listed above and its agents.

I, _____, agree that a facsimile or photocopy of this form is valid just like the original form.

I acknowledge receipt of this Disclosure and the attached Fair Credit Reporting Act Summary of Rights.

Candidate Name:

Social Security No.

Signature of Candidate

Date



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Please read each statement closely and initial each acknowledging your understanding

Equal Employment Opportunity Statement	
_____	This company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.
Discrimination and Sexual Harassment Policy Statement	
_____	This Company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
Disclosure to Applicants Concerning Drug/Alcohol Testing	
_____	If you are offered a position with the Company, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.
Complete and Accurate Information	
_____	I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
At-Will Employment	
_____	I understand and agree that if I am employed, my employment will be "at-will", which means that the Company may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the Company will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on the Company unless made in writing and signed by the Company's president.
Testing Authorization	
_____	If offered a position with the Company, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by the Company as a condition of employment.
Investigation Authorization	
_____	I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.
_____	Company Obligation: I understand and agree that the Company's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that the Company is under no obligation to hire me as the result of accepting this completed application.
I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE COMPANY.	
Signature	
Date	