

# Application for Employment

NOVA Home Loans is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristics protected by law. NOVA Home Loans is a background screening, credit check and E-Verify workplace.

**Note:** You must fill out the entire application for employment, even if you have submitted a resume.

Position Applied For: \_\_\_\_\_

Employment Desired:     Full-Time Only     Part-Time Only     Full or Part-Time

## Name:

Please provide your full legal name.

\_\_\_\_\_

First

Middle

Last

\_\_\_\_\_

Preferred First Name

Note: Your preferred name will only be used for e-mail and system log-ins.

## Personal Information:

Physical Street: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Street: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Contact Number: \_\_\_\_\_

## Availability and Referral Information:

When are you available to begin work? \_\_\_\_\_

Are you available to work overtime if asked? .....  Yes  No

Have you ever applied for employment with NOVA Home Loans, NOVA Insurance Services (NIS), NOVA Financial Services (NFS) or Accurate Appraisal Management Service (AAMS)? .....  Yes  No

Have you ever worked for NOVA Home Loans, NOVA Insurance Services (NIS), NOVA Financial Services (NFS) or Accurate Appraisal Management Service (AAMS)? .....  Yes  No

If Yes, please provide company, when and location: \_\_\_\_\_

How did you learn about this employment opportunity? \_\_\_\_\_

If Employee Referral, Agency/Recruiter, or Other, please provide name: \_\_\_\_\_

Please state the names of relatives and friends working for NOVA Home Loans and/or its related subsidiaries NOVA Insurance Services (NIS), NOVA Financial Services (NFS) and/or Accurate Appraisal Management Services (AAMS)

Are you under any employment and/or non-complete agreement(s) that would impede you from working at NOVA Home Loans? .....  Yes  No

If Yes, please explain: \_\_\_\_\_

**Education:**

Type of School	Name of School & Address	# Years Completed	Major & Degree	Did You Graduate?
High School				<input type="checkbox"/>
College				<input type="checkbox"/>
Business, Trade, or Technical School				<input type="checkbox"/>
Professional or Graduate School				<input type="checkbox"/>

If you expect to complete an education program in the near future, please indicate what type of program, school name and expected completion date:

Please list any foreign languages you are fluent in (speak, read, and write):

Describe any specialized training, apprenticeship, and/or membership in Professional or Civic Organizations:

Describe any job-related training received that may be relevant to the position you are applying for.

**Insurance / Real Estate License Information:**

Please list all current and/or expired insurance or real estate licenses held:

**References:**

\*List the names, addresses, and relationships of three persons (not related to you) who know your qualifications:

Name	Address	Phone	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Employment History:**

Please provide an accurate and complete full-time and part-time employment record for the last 5 years. Begin with your present or most recent employer. Attach additional sheets if necessary.

**\*\*PLEASE NOTE: The correct telephone number for each employer is required.\*\***

May we contact your present employer?  Yes  No

If no, please indicate the reason

**Employer 1:**

Company: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Employment Dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

Reason for Leaving (be specific): \_\_\_\_\_

Are you eligible to be re-hired?  Yes  No

Position Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Job Duties / Responsibilities:

**Employer 2:**

Company: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Employment Dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

Reason for Leaving (be specific): \_\_\_\_\_

Are you eligible to be re-hired?  Yes  No

Position Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Job Duties / Responsibilities:

**Employer 3:**

Company: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Employment Dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

Reason for Leaving (be specific): \_\_\_\_\_

Are you eligible to be re-hired?  Yes  No

Position Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Job Duties / Responsibilities:

**Employer 4:**

Company: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Employment Dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

Reason for Leaving (be specific): \_\_\_\_\_

Are you eligible to be re-hired?  Yes  No

Position Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Job Duties / Responsibilities:

**Employer 5:**

Company: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Employment Dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

Reason for Leaving (be specific): \_\_\_\_\_

Are you eligible to be re-hired?  Yes  No

Position Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Job Duties / Responsibilities:

NOVA Home Loans is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristics protected by law. NOVA Home Loans is a background screening, credit check and E-Verify workplace.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Employment with NOVA Home Loans is at-will, meaning either the employer or employee may end the work relationship at any time.

The information provided in this Application for Employment and attachments is true, correct, and complete. A misstatement or omission of fact on this application may result in denial of initial employment or, if already employed, termination.

I verify that the information provided in this application is accurate to the best of my knowledge, and I have not provided false information or omitted information with an intent to deceive.

**E-SIGNATURE:** By typing my name into the space below and clicking the “Sign and Submit” button below, I am executing this document with the intent of signing it and with the intent to bind myself to it. Further, by providing my e-signature, I am entering into an agreement that is enforceable in the same manner as if I had affixed my handwritten signature to this document.

Signature: \_\_\_\_\_