ApprovedMoneyCenter

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| --- | --- | --- | --- | --- | --- | --- |
| **Employment Application** | | | | | | |
| PERSONAL INFORMATION  (Please print or type all information) | |  | |  | **Date:** | |
|  | |  |  | |
| **Last Name:** | | | **First Name:** | | **Middle Name:** | |
|  | | |  | |  | |
| **Street Address:** | | | **City, State** | | **Zip Code** | |
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|  | | | | | | |
| **Home Telephone:** |  | | **Cell Telephone:** | |  | |
| **Work Telephone:** |  | | **E-Mail Address:** | |  | |
| **Social Security Number:** |  | | | | | |
| **Upon employment, can you show verification of your**  **legal right to work in the United States?**  Yes  No | | | | |  | |
| **Have you ever been convicted of or pled guilty to any type of**  **crime or offense including a deferred adjudication?**  **(Answering “yes” to this question does not constitute an**  **automatic bar to employment. Factors such as date of the**  **offense, seriousness and nature of the violation, rehabilitation**  **and position applied for will be taken into account.)**  Yes  No | | | | | | |
| POSITION APPLYING FOR: | | | | | | |
| **Position Applying for:** |  | | **Hourly Rate:** | | $ | |
| **How were you referred?**  Our Website  Job Search Website (Indeed, Monster)  Employee Referral  Other (provide information -->) | | | | |  | |
| **Have you ever applied for employment with us before? If "Yes," give dates and**  **department/location.**  Yes  No | | | | |  | |
| **Have you ever been employed by us before? If "Yes," give date(s) and department/**  **location(s).**  Yes  No | | | | |  | |
| **Are you acquainted with or related to any employee of our Company? If "Yes," identify by name and relationship.**  Yes  No | | | | |  | |
| **Date Available to Start:** |  | |  | |  | |
| **Available to Work:** | Full Time  Part Time | | **Days/Hours Available:** | |  | |
| EDUCATION | | | | | | |
| **SCHOOL NAME** | **CITY, STATE** | | **MAJOR COURSE OF STUDY** | | **HIGHEST GRADE COMPLETED**  **DIPLOMA/DEGREE** | |
| **HIGH SCHOOL** | | | | | | |
|  |  | |  | |  | |
| **COLLEGE** | | | | | | |
|  |  | |  | |  | |
| **BUSINESS, TECHNICAL, TRADE SCHOOL** | | | | | | |
|  |  | |  | |  | |
| **ACTIVITIES, HONORS, OFFICES HELD THAT ARE JOB RELATED (OMIT THOSE WHICH INDICATE RACE, RELIGION, NATIONAL ORIGIN, COLOR, SEX, AGE OR DISABILITY):** | | | | | | |
|  | | | | | | |
| **DESCRIBE OTHER JOB RELATED TRAINING COMPLETED (OMIT THOSE WHICH INDICATE RACE, RELIGION, NATIONAL ORIGIN, SEX, AGE OR DISABILITY):** | | | | | | |
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|  | | | | | | |
| U.S. MILITARY SERVICE | | | | | | |
| **BRANCH/DUTY/LOCATION** | **YEAR(S) OF SERVICE** | | **HIGHEST RANK** | | **SPECIAL HONORS/SPECIAL TRAINING/**  **SERVICE SCHOOLS ATTENDED** | |
|  |  | |  | |  | |
| WORK EXPERIENCE *(begin with most recent position)* | | | | | | |
| **EMPLOYER:** | | | **ADDRESS:** | | **CITY/STATE** | |
|  | | |  | |  | |
| **PHONE NUMBER:** | | | **SUPERVISOR:** | | **MAY WE CONTACT:** | |
|  | | |  | | Yes  No | |
| **DATES EMPLOYED** | | | **START RATE OF PAY:** | | **FINAL RATE OF PAY:** | |
| FROM: | To: | | $ | | $ | |
| **WORK PERFORMED:** |  | | | | | |
| **REASON FOR LEAVING**  **(be specific)** |  | | | | | |
|  | | | | | | |
| **EMPLOYER:** | | | **ADDRESS:** | | **CITY/STATE** | |
|  | | |  | |  | |
| **PHONE NUMBER:** | | | **SUPERVISOR:** | | **MAY WE CONTACT:** | |
|  | | |  | | Yes  No | |
| **DATES EMPLOYED** | | | **START RATE OF PAY:** | | **FINAL RATE OF PAY:** | |
| FROM: | To: | | $ | | $ | |
| **WORK PERFORMED:** |  | | | | | |
| **REASON FOR LEAVING**  **(be specific)** |  | | | | | |
|  | | | | | | |
| **EMPLOYER:** | | | **ADDRESS:** | | **CITY/STATE** | |
|  | | |  | |  | |
| **PHONE NUMBER:** | | | **SUPERVISOR:** | | **MAY WE CONTACT:** | |
|  | | |  | | Yes  No | |
| **DATES EMPLOYED** | | | **START RATE OF PAY:** | | **FINAL RATE OF PAY:** | |
| FROM: | To: | | $ | | $ | |
| **WORK PERFORMED:** |  | | | | | |
| **REASON FOR LEAVING**  **(be specific)** |  | | | | | |
|  | | | | | | |
| **EMPLOYER:** | | | **ADDRESS:** | | **CITY/STATE** | |
|  | | |  | |  | |
| **PHONE NUMBER:** | | | **SUPERVISOR:** | | **MAY WE CONTACT:** | |
|  | | |  | | Yes  No | |
| **DATES EMPLOYED** | | | **START RATE OF PAY:** | | **FINAL RATE OF PAY:** | |
| FROM: | To: | | $ | | $ | |
| **WORK PERFORMED:** |  | | | | | |
| **REASON FOR LEAVING**  **(be specific)** |  | | | | | |
|  | | | | | | |
| **STATE WHETHER YOU HAVE EVER BEEN TERMINATED OR SUSPENDED FROM ANY PREVIOUS EMPLOYMENT AND DESCRIBE THE CIRCUMSTANCES.** | | | | | | |
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| SPECIALIZED SKILLS (Skills/Equipment Operated) | | | | | | |
| **WHAT PROFESSIONAL JOB RELATED LICENSES DO YOU HOLD (OMIT THOSE WHICH INDICATE RACE, RELIGION, NATIONAL ORIGIN, COLOR, SEX, AGE OR DISABILITY)?** | | | | | | |
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|  | | | | | | |
| TYPING ABILITY? | DICTATION ABILITY? | | KEY PUNCH? | | TEN KEY ABILITY? | |
| No  Yes WPM | No  Yes WPM | | No  Yes Key Strokes | | By Touch  By Sight | |
| ADDITIONAL INFORMATION | | | | | | |
| **WOULD YOU CONSIDER RELOCATION?** | | | | | | |
| No  Yes. If Yes, please list limitations: | | | |  | | |
| **WOULD YOU TRAVEL IF NECESSARY?** | | | | | | |
| No  Yes. If Yes, please list restrictions: | | | |  | | |
| PERSONAL REFERENCES – *Give names of three persons to whom you are not related and by whom you have not been employed.* | | | | | | |
| **NAME/ADDRESS** | | **TELEPHONE** | | **OCCUPATION** | | **YEARS KNOWN** |
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| CONDITIONS FOR EMPLOYMENT:  *Please read the following statements carefully as they constitute conditions for employment.* | | | | | | |
| 1. The information that I have provided on this application is accurate, true and complete.  2. I understand that any misrepresentation or omission of a fact on my application, resume or during the interview or hiring process may result in the refusal of employment, or if employed, immediate termination from employment.  3. The persons, schools, prior employers and current employers (except those designated "Do Not Contact" in this application), and other organizations or employers named in this application are authorized by me to verify the information I have provided and to provide information that may be requested to arrive at an employment decision. A copy or facsimile of this authorization shall have the same authority and effect as the original. I hereby waive and release all persons, schools, current and prior employers, and other organizations from any liability rising from the disclosure of any information, whether in writing or orally, and further waive and release Approved Money Center from any liability arising from reliance on the aforementioned information or the use, publication, or retention of such information within the context of its applicant review procedures.  4. I will be able, if hired, to certify that I am authorized to work in the United States of America, and understand that in accordance with the Immigration Reform and Control Act that I will be required to provide timely documentation of identity and employment eligibility. This includes proof that I am of legal age to accept and perform the employment offered to me.  5. In the event that I am employed, I agree to conform to all Company rules and regulations. I understand and agree that if I am employed, I shall be employed on an at-will basis. As an at-will employee, I understand and agree that either the Company or I can terminate our employment relationship at any time for any reason, with or without advance notice and with or without cause. I understand and agree that, although over the course of my employment, other terms and conditions of my employment may change, the at-will term of my employment will not change. I understand that no one other than the CEO, CFO or Director of Branch Operations of the Company may enter into any agreement with me contrary to the foregoing and that any such contrary agreement must be in writing and signed by the Chief Executive Officer or the Chief Financial Officer.  6. Although the Company makes every effort to accommodate individual preferences, business needs may make the following conditions necessary: Overtime, shift work, a rotating work schedule, or a work schedule that includes Saturday and/or Sunday. I understand and accept these as conditions of my employment.  7. I agree to protect confidential information, trade secrets, and proprietary information of the Company, and of the Company's vendors, licensers, marketing partners or clients entrusted to the Company, and agree to execute the Company's confidentiality and non-disclosure agreements, and all other documents required of new employees, as a condition of employment, and I will not disclose to the Company any confidential information of others.  8. I understand that, in connection with the routine processing of this employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, criminal record check, employment and education verifications, driving record and mode of living. I agree to execute an authorization for the Company to conduct all background, criminal, credit and other checks and investigations as it deems necessary and relevant to my proposed employment. Before taking action based in whole or in part by the report, the Company will provide me with additional information concerning the nature and scope of any such report requested by it and a description of my rights, as required by the Fair Credit Reporting Act.  9. If post-offer medical examination is required, in compliance with the Americans with Disabilities Act, conditional job offers may or will be made subject to the satisfactory completion of physical examinations and other medical tests and drug tests.  10. Approved Money Center is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age, disability, or other protected classification. | | | | | | |
|  | | | |  | |  |
| *Signature* | | | |  | | *Date* |

Thank you for taking the time to complete our Employment Application.

The Employment Application will only be valid for 90 days from the date of the application.

If you wish to be considered for employment subsequent to that date, a new application must be completed.

Mail or email to Human Resources

Blue Hills Lending TX LLC dba Approved Money Center

1801 W. Harrison Ave Ste. 300

Harlingen, TX 78550

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