



# THE TITLE TEAM

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City State and Zip Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)  
Yes No

### EMPLOYMENT DESIRED

Date you can start \_\_\_\_\_ Hourly Rate/Salary desired \_\_\_\_\_

Position desired \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

### REFERRAL SOURCE

How did you hear about us? Walk In Advertisement Referral Other \_\_\_\_\_

Have you ever worked for this company before? Yes No

Explain \_\_\_\_\_

Do you know anyone who works for our company? Yes No If yes, who? \_\_\_\_\_

\_\_\_\_\_

<b>EDUCATION</b>	<b>Name and location of school</b>	<b>No. of yrs. Attended</b>	<b>Degree Received</b>	<b>Subjects studied/Major</b>
High School				
College or University				
Trade, Business or Correspondence School				

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone ( )
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Hourly Rate/Salary		Reason for leaving	
From	To	Employer Name	Telephone ( )
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Hourly Rate/Salary		Reason for leaving	

From	To	Employer Name	Telephone ( )
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Hourly Rate/Salary		Reason for leaving	
From	To	Employer Name	Telephone ( )
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Hourly Rate/Salary		Reason for leaving	
From	To	Employer Name	Telephone ( )
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Hourly Rate/Salary		Reason for leaving	

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. \_\_\_\_\_

Computer Skills (please describe): \_\_\_\_\_

**REFERENCES** Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

**Please read carefully before signing.**

Guaranty & Title Co. is an equal opportunity employer. Guaranty & Title Co. does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Guaranty & Title Co. to hire me. If I am hired, I understand that either Guaranty & Title Co. or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Guaranty & Title Co. has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Guaranty & Title Co. true and complete information on this application. No requested information has been concealed. I authorize Guaranty & Title Co. to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.**

