



We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, handicap, or any other legally protected status.

(Please Print)

Date of Application \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_ Salary Expectation \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

Telephone (\_\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_\_ - -  
Area Code

Alternative Telephone (\_\_\_\_\_) \_\_\_\_\_  
Area Code

If employed and under 16, can you furnish a work permit?  Yes  No

Have you filed an application with Dovenmuehle?  Yes  No If Yes, give date \_\_\_\_\_

Have you ever been employed by Dovenmuehle?  Yes  No If Yes, give date \_\_\_\_\_

Are you employed now?  Yes  No May we contact your present employer?  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you applying for  Full-Time  Part-Time  Temporary Work

How were you referred? \_\_\_\_\_

Are any of your relatives presently employed with Dovenmuehle?  
 Yes  No Name of relative: \_\_\_\_\_ Relationship: \_\_\_\_\_

Are you on a lay-off and subject to recall?  Yes  No

If hired, can you present proof of your identity and eligibility to work in the United States? \_\_\_\_\_

How many days were you absent from your last job? \_\_\_\_\_

If hired is there anything which would prevent you from reporting to work each day on time to perform your job duties? \_\_\_\_\_

Our work sometimes requires overtime. Can you work such a schedule if necessary? \_\_\_\_\_

Do you have any commitments to another employer that might affect your employment with us?  
 \_\_\_\_\_

Do you currently have any pending criminal charges against you, or have you pleaded no contest to any crime, been convicted of a crime or been rejected for bonding purposes within the last 10 years? \_\_\_\_\_

(Conviction will not necessarily disqualify applicant from employment.)

If yes, please explain \_\_\_\_\_

**Education**

	Elementary	High School	College/University	Graduate/Professional
School Name				
City/State				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	
Degree				
Describe Specialized Training, Apprenticeship and Skills				

**Special Skills and Qualifications**

Please describe any training, special skills, and/or qualifications acquired from or through past employment, service in the U.S. Military, or other experiences you feel may qualify you for work at Dovenmuehle.

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**List and Rate Computer Skills**

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**References** (List three business references who are not related to you.)

Name	Address	Area Code/Phone Number
1.		
2.		
3.		

Indicate languages you speak, read, or write: Language \_\_\_\_\_ Speak \_\_\_\_\_  
 Read \_\_\_\_\_ Write \_\_\_\_\_

# Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, sex, national origin, handicap or other protected status.

1	Employer	Telephone ( )	Dates Employed		Work Performed
			From	To	
	Address				
	Job Title		Hourly Rate/Salary		
			Starting	Final	
Supervisor					
Reason for Leaving					
2	Employer	Telephone ( )	Dates Employed		Work Performed
			From	To	
	Address				
	Job Title		Hourly Rate/Salary		
			Starting	Final	
Supervisor					
Reason for Leaving					
3	Employer	Telephone ( )	Dates Employed		Work Performed
			From	To	
	Address				
	Job Title		Hourly Rate/Salary		
			Starting	Final	
Supervisor					
Reason for Leaving					
4	Employer	Telephone ( )	Dates Employed		Work Performed
			From	To	
	Address				
	Job Title		Hourly Rate/Salary		
			Starting	Final	
Supervisor					
Reason for Leaving					

If you need additional space, please continue on a separate sheet of paper.

\* Explain any period between jobs.

## APPLICANT WAIVER FORM

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for refusal to hire or, if hired, dismissal.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that may result from furnishing such information to you. I authorize you to request and receive such information.

In consideration for my employment and my being considered for employment by your company, I agree to conform to the rules and regulations of the company and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by your company at any time, at the company's sole option and without any prior notice to me. I further acknowledge that my employment is "at will" and may be terminated, and any offer of employment, if such is made, may be withdrawn, with or without prior notice, at any time, at the option of the company or myself.

I understand and agree that employment is contingent upon satisfactory results of various pre-and post-employment checks which could include, but are not limited to, drug screening, reference, security, background and credit checks. In addition, I understand that an investigative consumer report or other consumer report may be made by Dovenmuehle Mortgage, Inc., or requested through a credit bureau investigative agency in connection with my application and, if employed, at any time during my employment. Additional information as to the nature and scope of such investigative consumer report, if so requested, will be provided to me pursuant to the Fair Credit Reporting Act. I hereby authorize you to request and receive a consumer report, including an investigative consumer report or credit report.

I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or assure or make some other personnel move, either prior to commencement of employment or after I have become employed, or to assure any benefits or terms and conditions of employment, or make any agreement contrary to the foregoing.

I acknowledge that I have been advised that this application will remain active for one year from the date it was made.

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Signature of Applicant

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Date

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Signature of Company Representative

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Date

**DOVENMUEHLE MORTGAGE, INC.**

**FAIR CREDIT REPORTING ACT WRITTEN DISCLOSURE**

**and**

**WRITTEN AUTHORIZATION FOR CONSUMER REPORT**

**PLEASE READ CAREFULLY BEFORE SIGNING.**

This is to notify you that a consumer report, as such term is defined in the federal Fair Credit Reporting Act, may be obtained on you by Dovenmuehle Mortgage, Inc. prior to any decision for employment purposes (hiring, promoting, reassigning or retaining).

By signing below, I am authorizing Dovenmuehle Mortgage, Inc. to obtain a consumer report on me as part of the company's pre-employment background investigation. If I am offered employment by Dovenmuehle Mortgage, Inc. I further authorize the company to obtain additional consumer reports on me for employment purposes at any time during the course of my employment.

By my signature below, I acknowledge receipt of a duplicate copy of this notice.

Sign here: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-800-XXX-XXXX.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

DOVENMUEHLE MORTGAGE, INC.

APPLICANT CONSENT/REFUSAL FORM

I, \_\_\_\_\_, understand that I must take and pass a drug test if I want to be hired by Dovenmuehle Mortgage, Inc. or its affiliates.

I know I may refuse to take a test if I wish but that my refusal will mean I will not be hired.

I understand that if I choose to be tested:

- I will have to provide a urine specimen at a facility chosen by Dovenmuehle Mortgage, Inc. and cooperate in the facility's normal collection procedures;
- My specimen will be sent to a laboratory chosen by Dovenmuehle Mortgage, Inc. and tested for marijuana, cocaine, opiates, PCP, amphetamines, barbiturates, methadone, benzodiazepine, methaqualone, and propoxyphene; or other drugs as determined by the Company.
- If the lab finds no evidence of such drug use in my urine, I will have passed the test (but passing the test does not guarantee the right to be hired);
- If the lab finds evidence of drug use in my urine, a Medical Review Officer (MRO) will make reasonable efforts to contact me to offer me an opportunity to rebut or explain my test results. If I rebut or explain the results to the satisfaction of the MRO, I will be treated as if I have passed the test;
- If I do not satisfactorily rebut or explain any evidence of drug use, the MRO will disclose my results to Dovenmuehle Mortgage, Inc. and I will not be hired.

After considering my options, I have freely, knowingly, and voluntarily decided to:

\_\_\_\_\_  
CONSENT TO AND AUTHORIZE TESTING  
(AND RELEASE DOVENMUEHLE MORTGAGE, INC., ITS MEDICAL  
REVIEW OFFICER, CLINIC AND LABORATORY AND THEIR AGENTS  
FROM ANY LIABILITY THEY MIGHT OTHERWISE HAVE FOR THE  
ACTIONS I AM AUTHORIZING.)

\_\_\_\_\_  
REFUSE TO BE TESTED

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date & Time



## REFERENCES

Please list two individuals that have supervised you within the  
last seven years

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

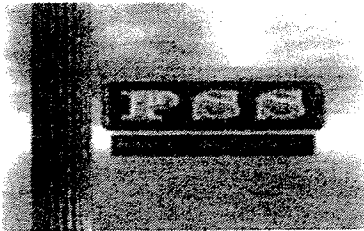
Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**I give permission to Dovenmuehle Mortgage, Inc. to contact these  
individuals:**

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

**Date:** \_\_\_\_\_



**AUTHORIZATION  
FOR FORMAL RELEASE OF INFORMATION  
THIS INFORMATION IS BEING USED FOR BACKGROUND  
PURPOSES ONLY**

PERSONAL INFORMATION				
First Name	Middle Name	Last Name		
Other Names Used (Maiden/Married/Nicknames)			Telephone (must include area code)	
Current Street Address	Apt#	City	State	Zip Code
1. _____				
2. _____				
3. _____				
Previous Address Within The Past Five Years				
Birthplace		Date of Birth		
Drivers License #		Issuing State		
Social Security Number		Citizenship		
		(Country)		
EMPLOYMENT HISTORY				
Current or Previous Employer		Final Salary		
Contact Name		From/To		
Address		Tel.		
Prior Employer		Final Salary		
Contact Name		From/To		
Address		Tel.		
Prior Employer		Final Salary		
Contact Name		From/To		
Address		Tel.		
EDUCATION				
Degree		Date Issued		
Institution		Tel.		
Address		City	State	
<p>I hereby certify that I have carefully reviewed and approved the foregoing information supplied by me and that this information is true and correct to the best of my knowledge. In accordance with the Privacy Act, the Freedom of Information Act, and the Fair Credit Reporting Act, I expressly authorize Personnel Screening Services and any person associated with any Educational Institution, past or present Employer, any Law Enforcement Agency or Court, the Department of Motor Vehicles, all necessary Government and Private Agencies, Workers' Compensation, all Credit reporting Agencies to release this information to Personnel Screening Services for the purpose of being considered for employment. I hereby release Personnel Screening Services and ALL PERSONS from liability as a result of furnishing the foregoing information. I also authorize that a copy of this RELEASE be as valid as an original.</p>				
Signature		Date		
Print Full Name (clearly)				

