CAPITAL MORTGAGE
S E R V I C E S

Application for Employment

APPLICANT INFORMATION

Last Name		First		M.I.	Date	

Street Address			Apartment/Unit #	

City		State		ZIP	

Phone		E-mail Address	

Date Available		Social Security No.		Desired Salary	

Position Applied for		Type of Work ☐ Full Time ☐ Part Time	Are you laid off and subject to recall? ☐ Yes ☐ No

Are you a citizen of the United States?	YES ☐	NO ☐	If no, are you authorized to work in the U.S.?	YES ☐	NO ☐

Have you ever worked for this company?	YES ☐	NO ☐	If so, when?	Are you able to travel if required? ☐ Yes ☐ No

Have you ever been convicted of a felony?	YES ☐	NO ☐	If yes, explain	

Referral Source ☐ Advertisement ☐ Friend ☐ Relative ☐ Walk In ☐ Employment Agency ☐ Other _____

EDUCATION

High School		Address	
From	To	Did you graduate? YES ☐ NO ☐	Degree

College		Address	
From	To	Did you graduate? YES ☐ NO ☐	Degree

Other		Address	
From	To	Did you graduate? YES ☐ NO ☐	Degree

SPECIAL SKILLS AND QUALIFICATIONS

CAPITAL MORTGAGE
SERVICES

PREVIOUS EMPLOYMENT

Company			Phone		
Address			Supervisor		
Job Title		Starting Salary	$	Ending Salary	$
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference?		YES ☐	NO ☐		
Company			Phone		
Address			Supervisor		
Job Title		Starting Salary	$	Ending Salary	$
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference?		YES ☐	NO ☐		
Company			Phone		
Address			Supervisor		
Job Title		Starting Salary	$	Ending Salary	$
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference?		YES ☐	NO ☐		
Company			Phone		
Address			Supervisor		
Job Title		Starting Salary	$	Ending Salary	$
Responsibilities					
From	To	Reason for Leaving			
May we contact your previous supervisor for a reference?		YES ☐	NO ☐		

MILITARY SERVICE

Branch		From	To
Rank at Discharge		Type of Discharge	
If other than honorable, explain			

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview
may result in my release.

Signature	Date

CAPITAL MORTGAGE
S E R V I C E S

Background Check Authorization Form

(This form is to be filled out by the individual whose background is to be checked)

Last Name		First		M.I.	
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Other Name(s) used previously					
City of Birth		State of Birth		Country of Birth	
SSN		Gender		Nationality	
Do you have any criminal convictions?	YES ☐ NO ☐	If yes, explain			
Date of Conviction		Country of Conviction		State of Conviction	
City of Conviction		County of Conviction			

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I hereby give permission to Capital Mortgage Services of Texas to run a background check and order a copy of my most recent credit report check. I also certify all information contained in this document is true and correct

Signature	Date