

Metro Title Agency of AZ

Employment Application

Please Print: (If more space is needed to complete answers, please use the back side of form or attach a separate sheet.)

Date: _____ Your Full Name: _____

Home Address: _____

Home Phone Number: _____ Work Phone Number: _____

What Job Do You Want? _____

What Date Can You Begin Work? _____

Complete this section if you are not applying for an executive, managerial or a professional position.

What days and hours can you work?: Full-time, or Part-time, these days and hours preferred: _____

If Part-time, are you able to be flexible in your hours? Yes; or
 No, I cannot work the following hours: _____

Can you work overtime? _____ Can you work weekends, if you are needed? _____

Are you legally entitled to work in the United States? Yes No

(All applicants who receive job offers must complete forms I-9 and provide verification they may work in the U.S. Metro Title Agency of AZ participates in E-Verify)

Your Social Security Number: _____ Driver's License State & Number: _____

Has your driver's license in any state ever been surrendered, denied, suspended, revoked, restricted or placed on probation? Yes No

If yes, please state what happened: _____

Have you ever been convicted of a crime? Yes No

If yes, provide the following information on an attached sheet: the Charge, Conviction Date, Place, Court, and Sentence Imposed or Other Action Taken:

EDUCATION AND TRAINING

	Name of School	State	Course or Major Studied	Years Completed	Diploma / Degree or Certificate Received
High School					
College					
Other					

Do you have any training that is relevant to the job you want, such as a special training program, or armed forces training?
 Yes No If you do, please briefly describe the training; use a separate sheet if necessary.

Can you do all the parts of each job you have applied for? Yes No

If you cannot do any part of any job you have applied for, please describe the things you cannot do and describe anything the Company could do so you could do all the parts of the job; use a separate sheet if necessary.

EMPLOYMENT HISTORY

List each job you have held, starting with your present or most recent job. Include any military service and volunteer activities that apply to the job you want.

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Employer: Address: City, State, Zip	From: Month / Year	To: Month / Year	Work Performed:
Job Title:	Starting Salary:	Final Salary:	Other Compensation:
Supervisor:			
State why you left or were terminated:			
Person to contact for reference:			
Title:			
Phone Number:			

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Employer: Address: City, State, Zip	From: Month / Year	To: Month / Year	Work Performed:
Job Title:	Starting Salary:	Final Salary:	Other Compensation:
Supervisor:			
State why you left or were terminated:			
Person to contact for reference: Title: Phone Number:			

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Employer: Address: City, State, Zip	From: Month / Year	To: Month / Year	Work Performed:
Job Title:	Starting Salary:	Final Salary:	Other Compensation:
Supervisor:			
State why you left or were terminated:			
Person to contact for reference: Title: Phone Number:			

Do you have work experience before #3 above? If you do, please describe any other work experience that is relevant to the job you want:

**Agreements Regarding Application for Employment with
Metro Title Agency of AZ, LLC**

- **At-Will Employment.** I agree that this application for employment does not create a contract of employment between the Company and me, and I understand that if I am hired, I will be an “at-will” employee throughout my time with the Company, which means either the Company or I may terminate the employment relationship with or without cause at any time, with or without advance notice. I further understand that only the Company’s President has the authority to change the at-will employment of any applicant or any employee, and that the President may do so only in writing; so I may not rely on any written assurance from any other person or on the verbal assurance, conduct or custom of any person regarding the term or any other condition of my employment.

- **All Application Information is Truthful and Complete.** I affirmatively represent that all the information I have provided on this Application and have provided and will provide in seeking employment with the Company is truthful and complete. I understand that if I misstate or fail to state any fact in applying to the Company, I could be disqualified from consideration for employment or, if I am employed, I could be discharged. I therefore agree that, if I provide false information, conceal information, or cause or authorize anyone else to provide any false information or to conceal information in connection with my application for employment, the Company will have no liability for hiring me based on such false or incomplete information for failing to hire me, or for discharging me if the Company learns such information was false or incomplete.

- **The Company May Make Inquiries.** I agree that the Company may make such inquiries of me, my references, prior employers and any third party it deems appropriate to verify and evaluate my qualifications to carry out the duties of the position for which I am applying.

- **I understand and agree that, if I am hired by the Company:**
 - I will need to supply documents for inspection and copying to verify my identity and my legal ability to work in the United States.
 - I will need to update any information on my employment application, or other forms, that changes.
 - The Company in its sole discretion may at any time change its personnel policies and may also change my job responsibilities, wages and benefits.
 - The Company has a no-smoking policy and prohibits smoking inside the Company’s office and facilities at all times. I will comply with this policy.
 - The Company requires each employee to enter into an agreement to arbitrate all disputes with the Company that may be arbitrated.

Applicant

Metro Title Agency of AZ, LLC

Name (please print) Date

Supervisor/Manager Date

Name (please print)

Title