



## **Mortgage Loan Officer Employment Application**

Thank you for your interest in joining our team. Please complete the following sections accurately. The form should be filled out in its entirety.

---

### **Step 1: Obtain Your NMLS Number**

Visit Nationwide Mortgage Licensing System to get your NMLS Number and profile.

### **Step 2: Complete Mortgage Loan Officer Course**

- 20-Hour SAFE Mortgage Loan Officer Course through [Financial Strategies](#) or call 866-411-9752.
- Alternatively, take the course via [MEC Educators](#) or call 877-403-1428.

### **Step 3: Complete the Employment Packet**

Submit the following:

- Mortgage Experts Employment Packet
- Two forms of ID
- Updated Resume



# EMPLOYMENT APPLICATION

## Application information

Full name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*Street address Apt/Unit #*  
\_\_\_\_\_  
*City State Zip Code*

Date Available: \_\_\_\_\_ S.S. no: \_\_\_\_\_ Desired salary: \$ \_\_\_\_\_

Position applied for: \_\_\_\_\_

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 yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No  If yes, explain? \_\_\_\_\_

## Education

High school: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Degree: \_\_\_\_\_



## References

Please list three professional references.

Full name:

---

Relationship:

---

Company

:

---

Phone:

---

Address:

---

Email:

---

Full name:

---

Relationship:

---

Company

:

---

Phone:

---

Address:

---

Email:

---

Full name:

---

Relationship:

---

Company

:

---

Phone:

---

Address:

---

Email:

---

## Previous Employment

Company

:

---

Phone:

---

Address:

---

Supervisor:

---

Job title:

---

From:

---

To:

---

Responsibilities:

---



May we contact your previous supervisor for a reference?

Yes

No

Company  
:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Address:

\_\_\_\_\_

Supervisor:

\_\_\_\_\_

Job title:

\_\_\_\_\_

From:

\_\_\_\_\_

To:

\_\_\_\_\_

Responsibilities:

May we contact your previous supervisor for a reference?

Yes

No

Company  
:

\_\_\_\_\_

Phone:

Address:

\_\_\_\_\_

Supervisor:

Job title:

\_\_\_\_\_

From:

To:

Responsibilities:

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:

\_\_\_\_\_



**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by hereinafter called Mortgage Experts LLC, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of [Company Name], or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President/General Manager of the Company. Both the undersigned and the Company may end the employment relationship at any time, without specified notice or reason.

If employed, I understand that the Company may unilaterally change or revise their benefits, policies, and procedures, and such changes may include reductions in benefits.

I authorize the investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contact.

I also understand that:

1. The Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment;
2. Consent to and compliance with such policy is a condition of my employment.
3. Continued employment is based on the successful passing testing under such policy.

I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of my employment application, the Company may request from a consumer reporting agency an investigative consumer report, including information on my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party.

---

Signature of Applicant: \_\_\_\_\_

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