



EMPLOYMENT APPLICATION

Instructions

- Please complete this application and email it to us [here >](#)
- Please include a brief cover letter telling us why you're interested in working for Kiel Mortgage.
- Email follow-up is welcomed, but no phone calls, please.

PART 1: PERSONAL INFORMATION

Personal Data

Last Name: _____ First Name: _____
 Personal Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Mobile: _____
 E-mail: _____
 Website URL: _____

Employment History

List your two most recent work experiences

	Company		Position		Employment Dates
1.	_____		_____		_____ To _____
	Starting	Ending	Supervisor or Contact		Phone
	_____	_____	_____		_____
2.	_____		_____		_____ To _____
	Starting	Ending	Supervisor or Contact		Phone
	_____	_____	_____		_____

What is your acceptable rate of pay? Range – From: _____ To: _____

How many days/hours are you available to work? Please be as specific as possible.

What position are you applying for?

Loan Officer-Full Time
Loan Processor
 Full Time
 Part Time
Underwriter
 Full Time
 Part Time
Funder
 Full Time
 Part Time
Customer Service
 Full Time
 Part Time

Office Administration
 Full Time
 Part Time
Kitchen/Cleaning Staff
 Full Time
 Part Time
Building Maintenance
 Full Time
 Part Time
Computer/Network Management
 Full Time
 Part Time
Summer Internship

What qualities do you bring forth to this position?

When are you available to start? _____

Education History

1	School Name	Dates Enrolled
	City, State	To
	Course of Study	
2	School Name	Dates Enrolled
	City, State	To
	Course of Study	
3	School Name	Dates Enrolled
	City, State	To
	Course of Study	

References

1	Full Name: _____	Relationship _____
	Company _____	Phone Number _____
2	Full Name: _____	Relationship _____
	Company _____	Phone Number _____
3	Full Name: _____	Relationship _____
	Company _____	Phone Number _____

Declarations

Have you ever worked for this company? Yes No
If yes - Please provide dates/position details:

Have you ever been convicted of a felony? Yes No
If yes - Please provide details:

Is there anything we should know about you when considering this application for employment?