



P.O. Box 1900, Sierra Vista, AZ 85636-1900
 (520) 458-3500
Personnel@yavapaititle.com

EMPLOYMENT APPLICATION

PLEASE COMPLETE ALL ITEMS

NOTICE:
 The information you provide will allow us to consider you for the position you desire and/or other positions for which you may be qualified. All information you provide will be kept confidential. All offers of employment are contingent upon you providing proof of identity and lawful authorization to work in the U.S. and you completing a form I-9, as required by the Immigration Reform and Control Act of 1986.

NAME (Last)	(First)	(Middle)	EMAIL ADDRESS
ADDRESS (Street)	(City)	(State)	(Zip)
TELEPHONE NUMBER		SOCIAL SECURITY NUMBER	
PREFERRED PRONOUNS		DATE OF APPLICATION _____	
Do you have adequate transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No		DATE AVAILABLE _____	
Do you have any restrictions on working overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		DESIRED POSITION _____	
Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Either		DESIRED WORK LOCATION (CITY) _____	
Will you work: <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons		DESIRED SALARY (RANGE) _____	
Days Available: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday		Do you have any physical or mental limitations that would prevent you from performing the essential functions of the job for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you age 19 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please explain: _____	

EMPLOYMENT RECORD

In the space below, account for all time for the past five (5) years, whether working or not. **START WITH YOUR MOST RECENT EXPERIENCE AND WORK BACKWARDS.** Include military service, education, volunteering, etc., and any periods of unemployment. Give complete names and addresses. If self-employed, give firm name. Attach additional sheets, if necessary, to cover the past five (5) years.

From: mo/yr	Employer Name and Address	Phone #	Position Held	Pay per _____	Name of Supervisor
To: mo/yr			Why did you leave? May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
From: mo/yr	Employer Name and Address	Phone #	Position Held	Pay per _____	Name of Supervisor
To: mo/yr			Why did you leave? May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
From: mo/yr	Employer Name and Address	Phone #	Position Held	Pay per _____	Name of Supervisor
To: mo/yr			Why did you leave? May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
From: mo/yr	Employer Name and Address	Phone #	Position Held	Pay per _____	Name of Supervisor
To: mo/yr			Why did you leave? May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Explain any periods of unemployment: _____

U.S. Military Service? Yes No If yes, From: _____ To: _____ Branch: _____ Rank: _____ Type of Discharge: _____

Have you ever changed your name or worked using another name? Yes No If yes, list names: _____

EDUCATIONAL RECORD

	Name, City and State of Institution	Major Field	Graduate? (Yes/No)
High School/GED			
College or University			
Technical/Trade/Business/Other Schools			
Special Training/Courses/Certifications:	Professional License(s):	Languages Spoken:	

Have you ever applied or been employed by us before? Yes No If yes, when: _____

How were you referred to us? Check one: Walk-In Indeed Newspaper Friend Relative Other _____

If Friend/Relative, state name(s) of friend(s)/relative(s) and relationship(s) _____

INDICATE EXPERIENCE IN THE FOLLOWING:

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Accounting
<input type="checkbox"/> Accounts Payable
<input type="checkbox"/> Accounts Receivable
<input type="checkbox"/> Auditor
<input type="checkbox"/> Bookkeeper | <input type="checkbox"/> Computer
<input type="checkbox"/> Filing
<input type="checkbox"/> Loan Officer
<input type="checkbox"/> Payroll
<input type="checkbox"/> Receptionist | <input type="checkbox"/> 10-Key
<input type="checkbox"/> Shorthand _____ WPM
<input type="checkbox"/> Typing _____ WPM
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Title/Escrow Related Programs: _____

_____ |
|---|--|---|---|

Any other experiences, skills, or qualifications you feel would aid in your work with Yavapai Title Agency? Please list: _____

GIVE A BRIEF STATEMENT WHY YOU FEEL YOU QUALIFY FOR THIS POSITION:

This company is an Equal Opportunity Employer. We select qualified individuals for employment based upon job-related factors, regardless of race, color, religion, sex, age, national origin, handicap or veteran status, or other legally protected factors.

CERTIFICATION, AUTHORIZATION, RELEASE AND WAIVER READ CAREFULLY BEFORE SIGNING

I certify that the information given by me in the Employment Application is true and complete and I understand and agree that my employment with this company may be immediately discontinued if misrepresentations, falsified statements, or material omissions are found to have been made. I authorize schools, former employers and former supervisors to provide any and all information pertinent to my employment and hereby release those providing such information from any liability for doing so. I also understand that employment, if offered, is contingent upon my providing additional information for employee record purposes and upon my providing proof of identity and lawful authorization to work in the U.S. and completing a form I-9. I also understand that the company may terminate me at any time, with or without cause and without liability, and that my employment here does not constitute a contract of employment between myself and the company. I further understand that the term of employment at this company is for such period as the company may deem my services to be satisfactory and desirable. I will comply with and be governed by all company policies, rules, and procedures as may be in effect from time to time. I have read the above, understand its content and meaning and agree to all of its provisions. I understand that, upon my request, I will be provided a copy of my executed employment application.

SIGN HERE _____ **DATE** _____

If employed, I hereby authorize Yavapai Title Agency to deduct from my earnings amounts sufficient for my payments to cover financial liability which I may incur during my employment. This may include, but not be limited to, damage to or loss of company vehicles or property, group insurance premiums, and other appropriate deductions.

SIGN HERE _____ **DATE** _____

FOR COMPANY USE ONLY

INTERVIEWED BY: _____ POSITION: _____ DATE: _____

COMMENTS: _____

HIRED: Yes No IF YES: SALARY/ WAGE _____ DATE REPORTING TO WORK: _____

IF NO, STATE SPECIFIC REASON(S): _____

APPROVALS: 1. _____ 2. _____ 3. _____