



Employment Application

APPLICATION OF EMPLOYMENT:

Interbank Mortgage Company is an Equal Opportunity Employment/Affirmative Action Employer and fully complies with applicable federal, state, and/or local laws, orders, and regulations. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, national origin, sexual orientation, gender identity or expression, disability, veteran status, or any other legally protected characteristic or activity. If requested in advance and in compliance with the Americans with Disabilities Act (ADA) and/or other applicable law, we will provide reasonable accommodation to applicants in need of accommodation so as to permit access to the application, interviewing, and selection process.

APPLICANT CONTACT INFORMATION:

Please fill out completely and print your responses.

Name:

Last name

First name

Middle initial

Address:

Street apt no.

City,

State

Zip

Email Address:

Home Phone: _____

Alternate Phone: _____

Business/ Mobile

Are you under 18 years old?

Yes

No

PERSONAL HISTORY:

As required by the Immigration Reform and Control Act of 1986 (IRCA), Interbank Mortgage Company has a legal obligation to employ only persons who can establish their identity and authorization to work in the United States. The responsibility to comply with IRCA is very important to Interbank Mortgage Company.

Do you currently have unrestricted employment authorization that will allow you to work with any employer in the United States for an unlimited duration? Yes No

Will you now or in the future require Interbank sponsorship to accept or continue employment in the United States (e.g. H-1B visa)? Yes No

If you previously worked at Interbank and/or its subsidiaries or affiliates in any capacity (e.g. as an employee, consultant, contractor, or temporary employee), please provide:

Dates	location/facility	name used	commerce ID no.

As part of its application process, Interbank asks each applicant whether he or she has been convicted of a misdemeanor involving a violent act or threat of violence, or any felony within the last seven years. If you do not know whether your misdemeanor conviction involves a violent act or threat of violence, disclose it. Please be aware that a conviction will not necessarily be a bar to employment and will be considered as it relates to the position in question. Failure to honestly and completely answer this question (other than as described below) will result in discontinued consideration of the application and/or termination of employment as permitted by applicable law.*

Have you been convicted of a misdemeanor involving a violent act or threat of violence, or any felony within the last seven (7) years? ** Yes No

If "yes," please detail the circumstances surrounding each conviction.
(Please attach additional pages if necessary)

crime(s) for which you were convicted	sentence	date	city/state

** It is unlawful in Massachusetts or Maryland to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.*

*** Do NOT disclose convictions that have been sealed, annulled, expunged, statutorily eradicated or erased, or pardoned by the governor.*

*** California Applicants or Residents: you need not disclose any misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to the California Penal Code.*

*** Georgia Applicants or Residents: you need not disclose convictions discharged under the First Offender's Law.*

*** Hawaii Applicants or Residents: you need not answer this question unless you receive an offer of employment.*

*** Massachusetts Applicants or Residents: you need not disclose a first conviction for misdemeanors of Drunkenness, Simple Assault, Speeding, Minor Traffic Violations, Affray or Disturbance of the Peace or any misdemeanor where the date of the conviction or the completion of any period of incarceration resulting there from (whichever date is later) occurred five (5) or more years prior to the date of this application, unless you were convicted of a misdemeanor offense within the five (5) years immediately preceding the date of the employment application (other than the ones listed above).*

*** New York Applicants or Residents: you need not disclose disorderly conduct convictions.*

*** Utah Applicants or Residents: you need not disclose misdemeanor convictions.*

Do you have any commitments or agreements with another employer, such as a non-compete agreement, that might affect your ability to accept employment with Interbank, or which would restrict the type of work you could perform for Interbank Mortgage Company? Yes No

If "yes," please provide copies of such commitments or agreements.

EDUCATION:

School	Name & Location	Course of Study	Degree Earned	Did You Graduate
High School				Yes No
College				Yes No
Graduate/Other				Yes No

** Only list degrees where ALL degree requirements have been satisfied and the degree has been conferred.*

Professional licenses held:

EMPLOYMENT HISTORY:

Give a complete record of your employment experience starting with your present or most recent position. List the name of your actual employer (e.g. if you worked for an employment agency but were assigned to an Interbank worksite, list the agency as your employer). You may also list any work performed on a volunteer basis. Attach additional sheets as necessary.

Employer	Employment Dates		
Street Address	City	State	Zip
Starting Position	Starting Salary/Hourly Rate		
Present Position	Present Salary/Hourly Rate Other Compensation (bonus; stock, etc.)		
Reason for Leaving			
Supervisor's Name	Title	Phone	
May we contact this employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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Present Position	Present Salary/Hourly Rate Other Compensation (bonus; stock, etc.)		
Reason for Leaving			
Supervisor's Name	Title	Phone	
May we contact this employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

EMPLOYMENT HISTORY:

Continued...

Employer	Employment Dates		
Street Address	City	State	Zip
Starting Position	Starting Salary/Hourly Rate		
Present Position	Present Salary/Hourly Rate Other Compensation (bonus; stock, etc.)		
Reason for Leaving			
Supervisor's Name	Title	Phone	
May we contact this employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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Street Address	City	State	Zip
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Present Position	Present Salary/Hourly Rate Other Compensation (bonus; stock, etc.)		
Reason for Leaving			
Supervisor's Name	Title	Phone	
May we contact this employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

NON-DISCLOSURE AGREEMENT:

In consideration of this potential employment opportunity with Interbank Mortgage Company, I agree to the following:

- 1) During and after this potential employment opportunity, I will not disclosure either Interbank Confidential Restricted or Interbank Internal information to others or use Interbank Confidential Restricted or Interbank Internal information for any purpose other than evaluating potential employment with Interbank;
- 2) “Interbank Confidential Restricted” and “Interbank Internal” information includes, but is not limited to, Interbank intellectual property and proprietary information, customer and supplier lists, personal employee information, operating procedures and policies, and cost and pricing data and sales plans;
- 3) “Interbank Confidential Restricted” and “Interbank Internal” information does not include information that I can demonstrate is disclosed or shared with the public without breach of a confidentiality obligation;
- 4) I will not remove from Interbank premises any electronic data or paper documents relating to the business of Interbank except with the express written permission of an authorized Interbank representative and, in such case, I will promptly return such items to Interbank upon request; and
- 5) I will not disclose to Interbank, as part of this potential employment opportunity, any confidential information entrusted to me by my current and/or prior employer(s).

Signature:

Printed Name: Date:

PRE-EMPLOYMENT STATEMENT:

Read this carefully as it applies to actions Interbank Mortgage Company may or may not take regarding your employment.

The information contained in this application is true to the best of my knowledge and belief. I understand that any misrepresentation or omission of fact, as stated or implied, given in my application or other employment document(s), interview(s), or during my employment may be sufficient reason for not hiring me and/or may result in my immediate dismissal from employment.

I understand and agree that all information furnished in this application may be verified by Interbank or its authorized representative. I waive any right I may have to be notified by any individuals or organizations named or referred to in this application prior to the release of any employment information to Interbank.

I understand that, if employed by Interbank and as a condition of my employment with Interbank, I must furnish proof that I am at least 18 years old and authorized to work in the United States. In addition, I will be required to execute certain agreements with Interbank (e.g. benefits, code of business conduct, anti-harassment policy, copies of which are available upon request) and I may be required, at the option of Interbank, to obtain through the auspices of Interbank and its expense, a U.S. government security clearance.

I understand that, if hired, I am required to comply with all current and amended Interbank rules, regulations, policies, and/or procedures, which may or may not affect my employment with Interbank. I further understand that Interbank may change and/or amend any of these items at any time and in any way without notice to me.

I understand that Interbank is not obligated to provide employment and that I am not obligated to accept employment. Nothing in this application nor in any prior or subsequent oral or written statement is intended to create any contract of employment or to create any rights in the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment. I understand that no one other than the Interbank Manager of Human Resources has any authority to enter into any agreement contrary to the foregoing. If hired, nothing in this application shall restrict my right either as an employee or the right of Interbank as an employer to terminate my employment at any time and for any reason.

Signature:

Printed Name:

Date: