

APPLICATION FOR EMPLOYMENT
PRISM Title & Closing Services, Ltd.

PRISM Title & Closing Services, Ltd. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

PERSONAL:

Name _____ Date _____
 Last First Middle

Address _____
 Number & Street City State Zip Code

Position Sought _____ Full Time _____ Part Time _____

Date Available _____ Salary Desired \$ _____

Phone Number _____ Social Security Number _____

Are you over 18 years old? _____ Yes _____ No

Are you legally eligible for employment in the United States? _____ Yes _____ No
(If offered employment, you will be required to provide documentation to verify eligibility.)

Have you ever been employed or applied for a job at Gerner & Kearns, L.P.A., or Gerner REO? If yes, please explain dates of employment and reason(s) for leaving: _____

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: No. of Yrs Completed (circle one) 1 2 3 4

Diploma: _____ Yes _____ No **G.E.D.:** _____ Yes _____ No

School(s) _____ City/State _____

College and/or Vocational School:

Number of Years Completed (circle one) 1 2 3 4 Dates Attended: _____

School(s) _____ City/State _____

Major _____ Degree(s) Earned _____

Number of Years Completed (circle one) 1 2 3 4 Dates Attended: _____

School(s) _____ City/State _____

Major _____ Degree(s) Earned _____

Other Training or Degrees:

School(s) _____ City/State _____

Course(s) _____ Degree or Certificate Earned _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held _____
License(s) Number(s) _____
License Expiration Date _____
Other Professional Memberships _____

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

SKILLS: (check all that apply)

Office: Microsoft Word Outlook Excel PowerPoint Access Publisher

Type (W.P.M.) _____ Other Software Applications _____

Software proficiency: Advanced Intermediate Novice

Title and Closing Software: RamQuest SoftPro AIM Streamline Other

RECORD OF CONVICTION:

During the last ten years, have you ever been convicted of a crime other than minor traffic offense(s)?
 Yes No

If yes, explain: _____

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

Do you have criminal proceedings currently pending? Yes No

Please initial here for your acknowledgement and consent to a background check _____

EMPLOYMENT: List current /last employer first, including U.S. Military Service.

May we contact your present employer? Yes No

If any employment was under a different name, indicate name _____

Are you currently under a non-competition agreement with any other employer, past or present? Yes No

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? Yes No

If yes, explain: _____

EMPLOYMENT HISTORY

Employer _____ Telephone: _____

Address _____

Position/Department _____

FT _____ PT _____ No. of Hrs. Per Week _____ Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary \$ _____ Supervisor _____

Duties _____

Reason for Leaving _____

Employer _____ Telephone: _____

Address _____

Position/Department _____

FT _____ PT _____ No. of Hrs. Per Week _____ Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary \$ _____ Supervisor _____

Duties _____

Reason for Leaving _____

Employer _____ Telephone: _____

Address _____

Position/Department _____

FT _____ PT _____ No. of Hrs. Per Week _____ Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary \$ _____ Supervisor _____

Duties _____

Reason for Leaving _____

REFERENCES (name at least two references)

| Professional | Personal |
|--|--|
| Name _____ Company _____ Address _____ Phone (_____) _____ | Name _____ Address _____ Phone (_____) _____ |
| Professional | Personal |
| Name _____ Company _____ Address _____ Phone (_____) _____ | Name _____ Address _____ Phone (_____) _____ |
| Professional | Personal |
| Name _____ Company _____ Address _____ Phone (_____) _____ | Name _____ Address _____ Phone (_____) _____ |

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize PRISM Title & Closing Services, Ltd. to verify accuracy and to obtain reference information on my work performance. I hereby release PRISM Title & Closing Services, Ltd. from any and all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____

PRINT NAME: _____

Thank you for your interest in employment with PRISM Title & Closing Services. You may scan and email the completed and signed application to: ann.wolf@PRISMclosings.com or mail/fax to:

Ann Wolf
PRISM Title & Closing Services, Ltd.
909 Wright's Summit Parkway, Suite 200
Ft. Wright, Kentucky 41011

Fax: (859) 491-1078