



Maintaining a complete employment application in company records is required by Regulations.

APPLICATION FOR EMPLOYMENT

Diamond Funding consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT and answer all questions completely)

Position(s) Applied For	Date of Application
How Did You Learn About Diamond Funding?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Internet
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend
<input type="checkbox"/> Other	
If employee referral, please list name:	

Last Name	First Name	Middle Name
Street	City	State
		Zip Code
Telephone Number(s)	Social Security Number	
Email Address	Date Available to Start	
What is your desired income goal?	Best time to contact you?	
Are you currently:	How Long?	
1. Loan Officer 2. Team Leader 3. Branch Manager		

Do you plan to join Diamond yourself, or do you anticipate bringing others with you? Individual Group

If group, please list the know employees that will joining Diamond within the first 90 days of you employment:

Employee Name	Position	# Years in this position	# Years in this industry	Salary FT or PT	Commission Rate	Other



Do you plan to work from a commercial office or residence?

Commercial

Residence

If your current location contemplates sharing office space with another company(s), please list the company(s) below:

Name	Type Business	Address	City	State	Zip	Telephone

Will you be working elsewhere while employed with Diamond Funding Corporation? If YES, please identify employer and describe your duties:

LAST 6 MONTHS PRODUCTION	MONTH ONE	MONTH TWO	MONTH THREE	MONTH FOUR	MONTH FIVE	MONTH SIX
Units Funded						
\$ Amount Funded						
Revenue Generated						

FIRST 6 MONTHS PROJECTION	MONTH ONE	MONTH TWO	MONTH THREE	MONTH FOUR	MONTH FIVE	MONTH SIX
Units Funded						
\$ Amount Funded						
Revenue Generated						



Describe how you market for loans:

What was your W-2 Income for: Last Year _____ Year Prior _____

What was your 1099 Income for: Last Year _____ Year Prior _____

- 1) Have you ever been employed with Diamond Funding? If yes, give date: _____ Yes No
- 2) Are you currently employed? Yes No
- 3) Are you currently under any non-compete clause or provision in an employment agreement?
If YES, please attach a copy of the contract containing the Non-Compete clause Yes No
- 4) Are you prevented from being lawfully employed in this country because of Visa or Immigration Status? Yes No
- 5) Are you currently a party to a lawsuit? Yes No
- 6) Have you ever been suspended or terminated with any lender? Yes No
- 7) Have you ever had any negative findings in a State or Federal audit? Yes No
- 8) Have you ever been suspended or terminated by a State or Federal Regulatory Agency? Yes No
- 9) Have you even had ANY type of license suspended or revoked? Yes No
- 10) Have you ever been convicted of a felony or any crime of moral turpitude? Yes No
- 11) Are you currently licensed, and/or meet the requirements for the State(s) you plan to do business? Yes No
- 12) If your current business location is to be your Diamond business location, is there a license from any other company currently issued at that address? Yes No
- 13) If YES, will the current license be surrendered as part of the licensing evolution with Diamond? Yes No
- 14) Do you currently have a mortgage marketing website? If YES, web address: _____ Yes No



Do you have any ownership interest, management involvement, or on-site responsibilities in a title company, closing/settlement company, appraisal company, mortgage processing company, insurance provider, marketing company, or real estate company?

Yes No

If YES, please name the company(s) and describe your interests and duties:

If you answered YES to any of the Questions 4 through 10 above, please provide a detailed explanation:

For Question 11 above, describe the States where you are appropriately licensed and/or meet the Continuing Education Requirements:

State	Licensed - Yes/No	CE Valid - Yes/No	State	Licensed - Yes/No	CE Valid - Yes/No

If you are requesting authority to originate FHA-Insured loans, describe your experience with FHA loans (length of time, approximate number of FHA loans originated, processing experience, etc.):



EDUCATION			
School	Name and Address of School	Course of Study	Diploma/Degree
High School			
Undergraduate College			
Graduate/Professional			
Other (Specify)			
Describe any specialized training, apprenticeship, skills or extra-curricular activities:			
List professional, trade, business or civic activities and offices held.			
Additional Information: Other Qualifications <i>Summarize special job-related skills and qualifications acquired from employment or other experience.</i>			
Specialized Skills (Equipment, Computer, Hardware, Network, Software, Training, etc)			

EMPLOYMENT RECORD		
Start with your most recent employment. (Please include all employment for the last five years) Attach Resume		
Company Name	Dates Employed	Position Held
	From: To:	
Address	Job Title	Manager/Supervisor
Telephone Number(s)	Final Wage:	May We Contact:
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief Description of Work:		



Describe Compensation Plan:		
Reason for Leaving:		
Company Name	Dates Employed	Position Held
	From: To:	
Address	Job Title	Manager/Supervisor
Telephone Number(s)	Final Wage:	May We Contact:
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief Description of Work:		
Describe Compensation Plan:		
Reason for Leaving:		
Company Name	Dates Employed	Position Held
	From: To:	
Address	Job Title	Manager/Supervisor
Telephone Number(s)	Final Wage:	May We Contact:
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Brief Description of Work:		
Describe Compensation Plan:		
Reason for Leaving:		



Comments: Include explanation of any gaps in employment.

PERSONAL/PROFESSIONAL REFERENCES <i>Do not include family members. Include at least two present or previous co-workers.</i>				
Name	Address	Phone Number	Occupation	Years Known
1.				
2.				
3.				
4.				

WHOLESALE REFERENCES: WHOLESALE LENDERS WITH WHOM YOU HAVE CONDUCTED BUSINESS				
Contact	Company	Phone Number	Occupation	Years Known
1.				
2.				
3.				
4.				
5.				
6.				

APPLICANT'S ACKNOWLEDGEMENTS
<p>PLEASE READ CAEFULLY BEFORE SIGNING</p> <p>I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by this company. I authorize the company, its affiliates and their representatives to investigate all information given and to secure additional job related information, if necessary. I understand and consent to an inquiry that may include information as to my character, general reputation and personal characteristics. This information may include, but is not limited to, verification of previous employment and employment references, verification of education including requests for transcripts, credit reports, motor vehicle driving records and criminal reports. I hereby release from all liability or responsibility all persons, companies, organizations or corporations furnishing such information.</p> <p>I understand that any misrepresentation or omission of a material fact on my application may be justification for refusal of employment, or if employed, dismissal without advance notice.</p> <p>This application is not an employment agreement. If I accept an offer of employment, I understand that the employer may terminate my employment at any time, with or without cause and with or without prior notice, unless required by law. I understand that no one except an executive officer of the employer has the authority to enter into an employment agreement and then only in writing.</p>



I authorize the company to supply my employment record, in whole or in part, and in confidence to any government agency or other party, with a legal and proper interest.

I also understand that any loans in process that I or any current or future employee working at the branch location brings from a previous employer must be LEGALLY ours to bring and that I bear sole responsibility for insuring that those loans are LEGALLY ours.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand, also, that I am required to abide by all rules and regulations of the employer.

A copy or fax of this document serves as an original.

I have read the above statements and accept them as conditions of my employment with the company.

Signature of Applicant

Date

Please attach the following:

- Current signed resume
- Completed business projection for your first six months
- W-2s and /or 1099s for the past 2 years
- Most current payroll check stub(s) showing year-to-date earnings
- List of the lenders you most frequently broker loans to

Questions or Comments for 1st Diamond Funding
