



Nahven Financial Services, LLC
 DBA: Immigration Multi-Services
 124 N Broad Street
 Albertville, AL 35950
 Office: 561-345-9450
www.nahvenfinancial.com

APPLICATION FOR EMPLOYMENT

Nahven Financial Services, LLC. ("Immigration Multi-Services") is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. The Company considers applicants for all positions without regard to race, color, religion, gender, national origin/ancestry, age, disability, marital status, sexual orientation or any other legally protected status. The Company is committed to providing equal opportunity in compliance with all applicable laws.

PERSONAL INFORMATION

Last Name		First Name			Middle	
Address	Number	Street	City	State	Zip Code	
Telephone Number(s): Home		Work		Cell		
Email Address:						

Do you plan to use the address above as a place of your employment? Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? Yes No

If employment is offered, can you produce documentation required by law to establish work authorization and identity? Yes No

EMPLOYMENT DESIRED

Position(s) applied for: _____ Salary desired? _____

On what date would you be available to work? _____

Can you work overtime if your job requires it? Yes No

EDUCATION AND TRAINING

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
Secondary School			5 6 7 8	
High School, Prep School			9 10 11 12	
College, University			1 2 3 4	
Graduate, Trade, Business School				

Academic Scholarships/Awards _____

Describe any specialized training, licenses or certifications:

EMPLOYMENT EXPERIENCE

Starting with your most recent employment, provide your complete employment history for the past 10 years. include any job-related military service assignments and volunteer activities. Please be aware that your current employer may be contacted unless you ask us not to do so. If you provide a resume that contains some of the requested information, you must nonetheless complete the fields marked by an asterisk (*).

Employer* _____ From _____ To _____

Address _____ Hourly Rate/Salary* _____

Telephone Number(s) _____ Job Title _____

Duties & Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving* _____

EMPLOYMENT EXPERIENCE (CONTINUED)

Employer* _____ From _____ To _____
Address _____ Hourly Rate/Salary* _____
Telephone Number(s) _____ Job Title _____
Duties & Accomplishments _____

Supervisor (Name and Title) _____
Reason for leaving* _____

Employer* _____ From _____ To _____
Address _____ Hourly Rate/Salary* _____
Telephone Number(s) _____ Job Title _____
Duties & Accomplishments _____

Supervisor (Name and Title) _____
Reason for leaving* _____

Employer* _____ From _____ To _____
Address _____ Hourly Rate/Salary* _____
Telephone Number(s) _____ Job Title _____
Duties & Accomplishments _____

Supervisor (Name and Title) _____
Reason for leaving* _____

REFERENCES

Please provide names of 3 professional references, not related to you, whom you have known at least one year.

	<u>NAME</u>	<u>TITLE</u>	<u>HOME PHONE</u>	<u>BUSINESS PHONE</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

SKILLS AND EXPERIENCE

State any other skills or experience relevant to the job for which you are applying that you think may be helpful to us in considering your application:

AT-WILL EMPLOYMENT DISCLAIMER AND APPLICANT'S AGREEMENT AND CERTIFICATION

I certify that the answers given in this application are true to the best of my knowledge, I understand that the use of this application form does not in any way obligate Nahven Financial Services, LLC. ("Immigration Multi-Services").

I understand that should I be granted an interview, no representations that may be made at the interview are to be construed as creating any obligation, promise or contract on behalf of Nahven Financial Services. Further, in the event I am hired, in consideration of my employment, I agree to conform to the policies and procedures of Nahven Financial Services, as they may from time to time be implemented or revised, and that my employment is "at-will" and can be terminated with or without cause at any time for any lawful reason at the option of either Immigration Multi-Services or me. I understand that no supervisory, management or any other employee at Nahven Financial Services has any authority to make a commitment of guaranteed or continuing employment to me, and no document or publication of Nahven Financial Services or conduct of anyone at Nahven Financial Services should be interpreted to make such a guarantee, unless the director of Nahven Financial Services specifically acknowledges such change in writing.

I understand that false or misleading information given in my application, resumes, interview(s) or during the course of my employment may result in withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission or falsehood is discovered. I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I may be subject to a drug test and/or a medical examination that I must pass before I commence work.

I have read, understood and agree to the foregoing

Yes No

DRIVERS LICENSES

Do you have a valid driving license?

Yes No

NOTICE OF BACKGROUND CHECK AND FAIR CREDIT REPORTING ACT DISCLOSURE

As part of the interview process, Nahven Financial Services, LLC. ("Immigration Multi-Services") may conduct a background check. If you are hired, Nahven Financial Services may also conduct a background check in deciding whether to continue your employment and when making other employment-related decisions directly affecting you. As part of the background check Nahven Financial Services may obtain a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. A consumer report includes information regarding such issues as your credit standing, criminal record, motor vehicle record, character and reputation. If Nahven Financial Services obtains a "consumer report" about you, and considers any information in the "consumer report" when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the report before the decision is finalized. You may also contact the Federal Trade Commission in Washington, D.C., about your rights under the FCRA as a consumer with regard to "consumer reports" and the "consumer reporting agencies" that prepare these reports.

Your choice below authorizes Nahven Financial Services to obtain consumer reports regarding you from consumer reporting agencies in connection with your application and during the course of your employment.

I have read, understood and agree to the foregoing

Yes No

I authorize representatives of Nahven Financial Services to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background, financial history, education, regulatory or police records, licensing status or professional designation, and character or reputation, and to consider the information provided by the background check when making decisions regarding my employment at Nahven Financial Services. I authorize all previous employers, references or other persons having knowledge of my record or myself to release such information to Nahven Financial Services, and hereby release all persons from liability for any damage that may result from furnishing such information to Nahven Financial Services.

I have read, understood and agree to the foregoing

Yes No

CRIMINAL BACKGROUND

THIS PORTION OF THE APPLICATION WILL ONLY BE REVIEWED BY MEMBERS OF THE HUMAN RESOURCES DEPARTMENT, THOSE INVOLVED IN INTERVIEWING THE APPLICANT, AND THE PERSON(S) MAKING THE HIRING DECISION.

Have you ever been convicted of or pleaded guilty or nolo contendere (no contest) to any violation of any state, federal, county or municipal law, other than a minor traffic violation? ** Yes No

If yes, please give information regarding the nature of the charge, the date and location of conviction and the final disposition of the case:

** Applicants are not required to disclose any information contained in sealed arrest and criminal records.

I understand that the information provided above will not necessarily result in the rejection of my application but that the nature of the information will be considered as it relates to the performance of the job duties in question and in light of the requirements of state and federal law.

I have read, understood and agree to the foregoing Yes No

NOTES (FOR HR DEPARTMENT)
