



An equal opportunity employer

## Employment Application

4000 Midlantic Drive, #102  
Mt. Laurel, NJ 08054

Thank you for your interest in employment with Arc Home LLC. We are committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, ex, age, physical or mental disability, veteran or minatory status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. The information collect by this application is solely to determine suitability for employment, verify identity and maintain employment statistic on applicants.

Applicants with disabilities may be entitled to a reasonable accommodation under the terms of the American's with Disabilities Act and certain state or local laws. A reasonable accommodation is broadly defined as any change to the application or hiring process, to the job, to the way the job is done, or the work environment that allows a person with a disability who is qualified for the job to perform the essential functions of that job and enjoy equal employment opportunities. Accommodations are considered "reasonable" if they do not create an undue hardship or a direct threat. Please inform Arc Home's Human Resources department if you need assistance completing any forms or to otherwise participate in the application process.

### INSTRUCTIONS AND INFORMATION

To be considered for employment with *Arc Home LLC*, you must complete this application in full, with complete and correct information. Failure to do so may result in disqualification from consideration for hire and/or termination of employment if you are hired. All application materials become the property of *Arc Home LLC* and will not be returned.

**Please type or print legibly.** Please complete **all** areas below.

### Personal Information

Legal Name (Last, First, Middle Initial):		Email Address	
Address (Street, City, State, Zip Code)			
Home Phone (   )	Work Phone (   )	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Cell Phone (   )
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary Desired	If hired, when can you start work?	
Hours Available to Work (mark all that apply) <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Weekends			
Are you willing to take assignments that require out-of-town work for multiple days? <input type="checkbox"/> Yes <input type="checkbox"/> No *If yes, which of the following are you willing to take? (mark all that apply) <input type="checkbox"/> Overnight <input type="checkbox"/> Multiple days <input type="checkbox"/> Multiple weeks			
Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	
For reference purposes, have you worked or attended school under other names? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, List Name(s)			
Have you previously applied for a position <i>Arc Home LLC (f/k/a WEI Mortgage LLC)</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when (month, year)?			
Are you related to anyone currently employed by <i>Arc Home LLC (f/k/a WEI MORTGAGE LLC)</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No List name(s) and relationship:			

How did you find out about this job opening? <input type="checkbox"/> Current Employee <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Employment Office Other (Please Specify):
Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If employment is offered, you must show documents for verification that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.</i>

## Education & Skills

Name of High School	High School Location (City, State)	High School Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No GED? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please list all post-high school education beginning with most recent.				
Name & Location of School (city and state)	# of yrs. completed	<div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span><input type="checkbox"/> No</span> </div> <div style="font-size: small;">If no, approximate number of credit hours completed:</div>	Degree/Diploma	Course of Study
Note: Applicants for some positions will be required to submit official copies of educational transcripts.				
<b>Relevant Skills/Training/Certification</b> (check box for all that apply)				
<input type="checkbox"/> Word Processing Skills	<input type="checkbox"/> Spreadsheet Skills	<input type="checkbox"/> Database Skills	<input type="checkbox"/> Office Equipment Operation	
<input type="checkbox"/> Supervisory/managerial skills	<input type="checkbox"/> Project management skills	<input type="checkbox"/> [Other items as needed]	<input type="checkbox"/> [Other items as needed]	
<input type="checkbox"/> [Other items as needed]	<input type="checkbox"/> [Other items as needed]	<input type="checkbox"/> [Other items as needed]	<input type="checkbox"/> [Other items as needed]	
<input type="checkbox"/> [Other items as needed]	<input type="checkbox"/> [Other items as needed]	<input type="checkbox"/> [Other items as needed]	<input type="checkbox"/> [Other items as needed]	
<b>SKILLS/CERTIFICATIONS:</b> List other skills or certifications relevant to this job, including certifications, professional licenses, relevant training, and other relevant knowledge. <b>Please attach copies of relevant licenses and certifications.</b>				

**REFERENCES:** List three persons who may be contacted as professional references. Do not list family members.

Name (First & Last)	Street Address (or P.O. Box)	City	State	Zip	Telephone Number(s)	Email Address

**EMPLOYMENT HISTORY:** List all current and previous employment for the last ten years, including military service, **starting with the most recent position held.**

Dates Employed (month/year)	Position Title
From:	To:      Organization Name/Address

<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	hrs/wk		
May we contact for references? <input type="checkbox"/> Yes <input type="checkbox"/> No			Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties				
Dates Employed (month/year)			Position Title	
From:		To:	Organization Name/Address	
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	hrs/wk		
May we contact for references? <input type="checkbox"/> Yes <input type="checkbox"/> No			Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties				
Dates Employed (month/year)			Position Title	
From:		To:	Organization Name/Address	
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	hrs/wk		
May we contact for references? <input type="checkbox"/> Yes <input type="checkbox"/> No			Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties				
Dates Employed (month/year)			Position Title	
From:		To:	Organization Name/Address	
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	hrs/wk		
May we contact for references? <input type="checkbox"/> Yes <input type="checkbox"/> No			Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties				
Dates Employed (month/year)			Position Title	
From:		To:	Organization Name/Address	
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	hrs/wk		
May we contact for references? <input type="checkbox"/> Yes <input type="checkbox"/> No			Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties				

**If you live in Massachusetts, Maryland or California please read below:**

• **MASSACHUSETTS** - IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW MAY BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

• **MARYLAND**- UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. . AN EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Maryland applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

• **California-**

I am aware that Arc Home LLC, as part of the employment application process, may obtain public records regarding me for employment purposes. acknowledge that the term "public records" as used herein is limited to records of arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment.

**CHECK ONE BOX ONLY:**

☐ I hereby elect NOT to receive any public records which may be obtained by Arc Home LLC for employment purposes under Civil Code section 1786.53.  
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**ACKNOWLEDGEMENT**

I certify that the above statements are true and complete. I understand that any false information or omissions in this application or its supporting documents, or in an interview, will be sufficient grounds for refusal to hire me or, if I am hired, immediate termination without notice. **I understand that completion of this application in no way constitutes an offer of employment.** I understand that this application form will be active for *6 months* from the date it is completed and submitted to the company for consideration. I realize that if I wish to be considered for employment with Arc Home LLC after that time, I will be required to complete and submit a new application form.

I recognize that this employment application is not an offer of employment. I agree that if I am hired by Arc Home LLC, I will be an at-will employee, meaning that either Arc Home LLC or I may end the employment relationship at any time with or without cause or notice. I understand that only the President of the Company, and no manager, supervisor, or other representative of the Company, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will employment relationship, and with respect to any agreement entered into by the President, any such agreements must be in writing and signed by the President and by me or my authorized representative. I further understand and agree that, except for my at-will employment status, if hired, my wages, hours, working conditions, job assignment(s), and compensation rate(s) will be subject to change by the Company name.

Applicant's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

