

## Employment History

### Overview/Policy

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Provide full employment history for the past 10 years with no gaps, beginning with your current employer. Both 1099 independent contractor and W-2 employment should be provided. The physical location of employment should be provided. If the name or address of the current employer changes, update these fields accordingly within the current employment entry.

The current employment should reflect the legal name of the company where the individual receives their compensation.

If student, list "student" in the Position Held field and list the school address in the address field. All periods of unemployment must be accounted for. If unemployed, list "Unemployed" in the Employer (company name) and the Position Held field and list home address in the address field.

### Definitions and Charts

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Term	Definition
Financial Services or Financial Services Related	Pertaining to securities, commodities, banking, insurance, consumer lending, money services businesses, consumer debt management or real estate (including, but not limited to; acting as or being associated with a bank or savings association, credit union, Farm Credit System institution, mortgage lender, mortgage broker, real estate salesperson or agent, appraiser, closing agent, title company ,escrow agent, payday lender, money transmitter, check casher, pawnbroker, collection agent, debt management company or title lender).

### How To

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#### *Add Employment History*

1. From the Employment History section of the Individual (MU4) Form, click the **Add** button.
2. Complete all **Required Fields** for the Employment History.
3. Click the **Save** button.
4. Repeat this process if additional Employment History entries are needed.

### Employment History

**Stephen Carmona-Alvarez (978600) MU4 filing created 10/25/2012 by IdonisP - The Hills Mortgage Company.**

Click **Add** to provide a complete employment history for the past ten years without gaps. Account for all time including full & part-time employment, self-employment, military service, and homemaking. Also include periods such as unemployment, retirement, full-time student, extended travel, etc.

From	To	Employer	City	State	Country / Province
<input checked="" type="checkbox"/> 01/2008	Present	The Hills Mortgage Company	Raleigh	North Carolina	United States
<input checked="" type="checkbox"/> 01/2006	01/2008	Unemployed	Houston	Texas	United States
<input checked="" type="checkbox"/> 01/2002	01/2006	Towson University	Towson	Maryland	United States

### Helpful Hints

1. When entering the current employer, leave the To: field blank and check the "Check here if this is your current employer" box.
2. Only the month and year of the date are necessary to complete the "To" and "From" fields. Format: MM/YYYY.
3. Additional information on positions of authority the individual may hold with other companies owned by the parent company of an organization should be disclosed in the Other Business section of the Individual (MU4) Form.

### Additional Resources:

- [Information Viewable on NMLS Consumer Access.](#)
- Quick Guide:
  - [Employment Change Process](#)

**[See Individual Help Table of Contents](#)**