

Individual Employment History

Overview/Policy

Provide full employment history for the past 10 years.

Provide the full legal name of the company, beginning with your current employer. For the purposes of this history, include both 1099 independent contractor assignments as well as W-2 status employment. The actual physical location the individual works from should be listed in the address field. If you change your work location address for your current employer, update the address to that of the new location on the current employer entry.

The current employment should reflect the company where the individual receives their compensation. 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 Form (MU2). If the name or address of your current employer changes update these fields accordingly. This process is not applicable to name or address changes that are the result of a merger, acquisition or other corporate structure change. You may be required to provide different information if a company name or address change is a result of a merger, acquisition or other corporate structure change.

Definitions and Charts

Not applicable

How To

Add or Edit Employment History:

1. From the *Employment History* screen, click **Add**.
2. Complete all **required fields or make changes to necessary fields**.
3. **Check** the box if this is the current employment.
4. Click **Save**.

Repeat steps to add Employment History or click the Edit icon to edit or delete Employment History.

Helpful Hints

1. Any changes to the Individual Form (MU2) including Employment History should be updated promptly.
2. No gaps in employment should be present. Part-time employment should be included where the employment time is needed for the applicant to meet the required years of experience. Indicate "part time" or "PT" in the "position held" field (e.g. PT school teacher).
3. Time unemployed should be stated as such, for example "unemployed, homemaker, etc". This is needed to verify required experience as well as to

complete background checks in some states. All periods of unemployment must be accounted for.

4. Time as a student should be stated as such. For example, use "student" and list the school address in the address field.

Additional Resources:

- Find State-Specific requirements on the [NMLS Resource Center](#).
- Details regarding information available on NMLS Consumer Access can be found within [Information Viewable on NMLS Consumer Access](#).
- Quick Guide:
 - [Amendments](#)
 - [Employment Changes](#)

See Company and Branch Help [Table of Contents](#)