



# Application for Mentoring in Mortgage Broking

Two year programme  
FBAA and MFAA approved



## APPLICATION OVERVIEW

The information in this application will be used to enable Simply Mentoring (SM) to assess your suitability to be a part of our mentoring programme. Not everyone is coachable and some people enter mentoring because of the “have to’ approach. We are keen to mentor brokers that genuinely require a ‘guide from the side’ and will complete all tasks given to them over the two years.

Our reputation depends on your success, so we take our role very seriously. If accepted you will be required to submit weekly reports and complete case studies as required. Your first twelve loans will be vetted by Simply Mentoring and can only be submitted if SM has agreed that they meet the minimum standards required.

Information in this application must be true and correct to the best of your knowledge. You will be asked to make a declaration to this effect. We reserve the right to contact any referees or training organizations to ascertain your suitability to the programme.

**If you have any queries relating the completion of this application or our assessment of your application, please contact Karen Hambleton-O’Grady on 0408943903**

**Before we go any further, please complete the following questionnaire with relation to your coach-ability**

## HOW COACHABLE ARE YOU?

Please circle the number that closely represents how true the statement is for you right now. Then score yourself using the key at the bottom of the page. It is essential that you determine if you are at the place in your life and business where you are coach-able. This test helps your mentor, and you, to discover how coach-able you are... right now.

**PLEASE BE HONEST WITH YOURSELF!**

LESS>>>>>MORE	TRUE STATEMENT
1 2 3 4 5	I can be relied upon to be on time for all calls and appointments
1 2 3 4 5	I return all phone calls within acceptable time frames
1 2 3 4 5	This is the right time for me to accept mentoring/coaching
1 2 3 4 5	I am fully willing to do the work and let the mentor/coach do the coaching
1 2 3 4 5	I keep my word without struggling or sabotaging
1 2 3 4 5	Now is the time for me to grow through personal change
1 2 3 4 5	I will make time to undertake self assessments and agreed assignments
1 2 3 4 5	I am prepared to try new concepts I may not feel comfortable about and report back the outcomes
1 2 3 4 5	I believe I am in 'sales' not finance
1 2 3 4 5	I want to develop better interpersonal relationships
1 2 3 4 5	I am prepared to set and accomplish S.M.A.R.T.** goals ** <b>Specific, Measurable, Agreed to, Realistic, Time-bounded Goals</b>
1 2 3 4 5	I will tell the truth to myself and to my mentor/coach
1 2 3 4 5	I want to achieve measurable results from mentoring
1 2 3 4 5	I feel that I am good at receiving feedback and adjusting to it
1 2 3 4 5	I am someone who can share the credit for my success with the coach/mentor, by acknowledging myself
	<b>TOTAL SCORE</b> (add up all the numbers to one total)

## SCORING KEY

<b>14-28</b>	Not very coach-able right now- (we might need to chat before you fill in the application form)
<b>29-42</b>	Coach-able, but make sure the ground rules are honored
<b>43-56</b>	Coach-able (please fill in the application form)
<b>56-or over</b>	Very Coach-able, ask the mentor/coach to demand a lot from you (we match perfectly please continue)

I, \_\_\_\_\_ (please insert full name), present this application to Simply Mentoring to assess my suitability to be mentored by Simply Mentoring. I note by completing this application, it does not authorise me to provide finance broking activities under Simply Mentoring. Completion of this application does not guarantee representative status with Simply Mentoring and in no form or way am linked to Simply Mentoring until agreements are signed between Simply Mentoring and me if mentoring status is approved.

**Please provide the information as per the questions below:**

**PART 1 - ALL PARTS MUST BE COMPLETED**

**Details**

Applicant's name:

Applicant's residential address

Applicant's driver's licence number  Licence Expiry Date

Applicant's date of birth

Australian Resident: Yes/No (please delete one)

Applicant's business name if applicable

ABN

Business address

Mailing address

Telephone  Facsimile

Mobile telephone number  Email address

## PART 2 – ALL PARTS MUST BE COMPLETED

### Broker business and training details

Current primary business activity: eg  
real estate agent, financial planner

Other business activities:

Years in current business

Do you have any lending experience

If yes: how long and details please

Why do you want to enter mortgage  
broking?

Have you applied for any professional  
memberships e.g. MFAA,FBAA,  
COI (COSL) as yet

IF you have completed Certificate IV or  
Diploma in Finance- *please indicate  
which version*

Did you do face to face or online  
training?

Date of completion

What is the name of the registered  
training organisation that conducted  
(or is conducting) your mortgage training

Do you intend to be a mortgage broker part time or fulltime.

If part time; what other activities will you be engaged in whilst broking.

Do you need to keep your current job whilst you are getting up and running or have you allowed for the "cash gap" ?

How many days/hours per week do you intend to dedicate to your mortgage broking business

Names and contact details of two referees from your business associations.

Have you attached a copy of your resume

We ask you please provide a brief outline of your proposed mortgage business (eg. type of business, proposed staff, geographical and lending areas of operation).

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**What goals do you have for your mortgage business?**

Current and Future

growth\_\_\_\_\_

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\_\_\_\_\_

Annual income wanted/expected from mortgage broking

\_\_\_\_\_

\_\_\_\_\_

Are you attached to a broking business or are you an independent operator. \_\_\_\_\_

Do you intend to apply for your own licence? \_\_\_\_\_

If not; under whose mortgage broking licence will you be operating? \_\_\_\_\_

How long have they been operating? \_\_\_\_\_

Are you attached to a group or an aggregator? If yes please provide details and name and contact details of your business or relationship manager.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**The following information refers to your current income, types of business you have dealt with in the past or currently associated with.**

**Provide a “Yes or No” answer** to each question next to the relevant question.

If you answer “Yes” to any questions, please supply relevant details in a separate statement marked “Annexure A”.

Answers

Have you within the last 10 years –

- (a) Been refused the right or restricted in the right to carry on any trade, business or profession for which a specific licence, registration or other authority is required or granted by law?
- (b) Been known by any name or alias other than the name shown in Part 1 of this application?
- (c) Directed, advised or carried on business under any other name than the names shown Part 1 of this application?
- (d) Been convicted of any offence, other than a traffic offence, in the State/Territory or elsewhere
- (e) Been declared bankrupt?
- (f) Have you ever had any complaints or lawful actions/ legal proceedings taken against you by clients, partners, directors or any other interested party?
- (g) Have you had any accreditation cancelled/ suspended by any lender?
- (h) Have you had your association with any aggregator or loan writing company suspended or cancelled?
- (i) Have you had any party make an enquiry to ASIC as to your good standing as a fit and proper person?
- (j) Are you aware of any reason that a lender would not offer you accreditation?

If you have answered yes to any of the above questions please give full details\_\_\_\_\_

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In addition to your licensing qualifications, please list other qualifications and current study being undertaken, listing institutions and dates (attach copies of any certificates or completed education) which may be relevant to this application

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Please provide a brief explanation for your reasons of applying to become mentored by Simply Mentoring

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### PART 3

**Identification**

A copy of a driver's licence will be sufficient for identification purposes. However should you not hold a driver's licence please arrange other suitable identification with photo.

Your Name:

Your Signature:

Date:

Signed for and on the behalf of: Simply Mentoring – Karen Hambleton O'Grady

Date:

Signature:

## DECLARATION & CONSENT

I declare the above information provided is true and correct to the best of my knowledge. I agree to notify if my circumstance change between the time of this application and its acceptance by Simply Mentoring by contacting the head office of Simply Mentoring on 0408943903 or email [simplymentoring@simplymentoring.com.au](mailto:simplymentoring@simplymentoring.com.au)

I acknowledge that the application process with Simply Mentoring for mentoring will take up to 14 days as long as all information requested has been provided.

On request I will forward additional information required to the relevant departments of Simply Mentoring. Failure to provide this additional information may affect the above application.

I give permission to Simply Mentoring to investigate that the details I have provided are true & correct. I give permission for Simply Mentoring to contact my referees for the purpose of ascertaining suitability to the mortgage industry.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature of Applicant \_\_\_\_\_



Simply Mentoring

**Approvals (office use only)**

Signed for and on behalf of Simply Mentoring (ABN 52032156491)

Name of person signing

Manager Signature

Date

Comments

**Approved/Not approved**

On behalf of Simply Mentoring

Date

Applicant informed of outcome

Appeal pending yes/no

**IF SUCCESSFUL WE WILL REQUIRE THE FOLLOWING**

*Please ensure the following items are completed and provided within seven days of the acceptance of your application.*

- ❖ Copy of Police Clearance (no more than 1 months old)
- ❖ Copy of Professional Indemnity Insurance (minimum cover \$2million)
- ❖ Copy of MFAA/FBAA membership or indicate when you applied. They will require us to sign the Mentor declaration
- ❖ Letter from group/aggregator confirming your acceptance as a member with them.
- ❖ Copy of current drivers licence or passport
- ❖ Copy of application for ASIC credit licence or Credit Representative (whichever is applicable)
- ❖ Copy of Anti Money Laundering Certificate (AML)
- ❖ Signed contract between SM and yourself (this will be sent to you)

PO Box 684 Pinjarra, WA 6208. Phone 0408943903

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