

# Employment Application

**Appling Brothers Company does not discriminate on the basis of race, color, creed, national origin, sex, age disability, or any other factor prohibited by law or regulation. The company will provide reasonable accommodation (which does not pose undue hardship on its operation) to otherwise qualified individuals with disabilities.**

Name \_\_\_\_\_ Date \_\_\_\_\_  

Last
First
Middle

Address \_\_\_\_\_ Home phone \_\_\_\_\_  

Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Business Phone \_\_\_\_\_

Social Security No. \_\_\_\_/\_\_\_\_/\_\_\_\_ Other Names Known By \_\_\_\_\_

Do you have the necessary work certification as required by federal law? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been employed by Appling Brothers Company before? \_\_\_\_\_ Yes \_\_\_\_\_ No If so, when? \_\_\_\_\_

Position(s) Desired or Qualified for \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Referral Source \_\_\_\_\_  
(Person, Agency, Advertisement or Other)

Education	School Name And Location	Course or Major Studied	Type of Degree or Certificate Earned Major Accomplishments or Recognition
High School			
College			
Graduate School or Other (include special courses)			

Licenses/Certifications \_\_\_\_\_

<b>Specific Qualifications</b> ___ Insurance Skills ___ Account Sales ___ Account Marketing ___ Claims Handling ___ Other (specify) _____ _____	<b>Computer Skills</b> ___ Word Processing ___ Spreadsheet ___ Database ___ Languages (specify) _____ _____	<b>Administrative Skills</b> ___ Typing (___ wpm) ___ Dictation ___ Office Equipment (specify) _____ _____	<b>Other (Specify)</b> _____ _____ _____ _____
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**Activities/Voluntary Work Experience**  
 Please note membership in any trade or professional organizations or voluntary work experience as well as special outside interests you feel will help us in evaluating your credentials, include organizations, dates and responsibilities for voluntary work experience. (You may exclude those, which indicate race, creed, sex, marital status, age, color, religion, national origin, or physical handicap of its members.)

**Employment Record**

Please complete the following section regarding your three most recent positions. Use an additional sheet if necessary.

	Last or Present Position	Previous Position	Next Previous Position
Company Name			
Address/Phone Number			
Job Title			
Nature of Duties			
Immediate Supervisor's Name			
Period – Month & Year	From _____ to _____	From _____ to _____	From _____ to _____
Annual Salary	Begin _____ End _____	Begin _____ End _____	Begin _____ End _____
Reason For Leaving			
May We Contact Employer?	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____

Have you ever been convicted of a felony? \_\_\_\_\_ (Yes or No) If yes, please explain thoroughly below or on a separate sheet of paper.

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References (include name, address, telephone number and organizational name, please do not list relatives)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Pre-Employment Statement – Read Carefully Before Signing**

I authorize Appling Brothers Company to contact schools, previous employers (as noted above) and other listed references to obtain employment information from them and to investigate the truthfulness of my application.

I understand further that any false answers or statements or misleading omissions made by me on this application, can be sufficient grounds for my rejection as a candidate for employment or for immediate discharge.

I understand that this application and any other company documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment upon proper notice, and may be terminated by the employer at the time and for any reason. I understand that any written or oral statements to the contrary are hereby expressly disavowed and should not be relied upon by prospective or existing employees.

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

Any offer of employment is contingent upon applicants providing the necessary proof of citizenship or legal authorization to work in th U.S. (within the required 72 hour time period)