

To applicant: Your interest in employment with Insero is appreciated. A clear understanding of your background and work experience will aid us in considering your application.

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

**Personal Information**

First Name \_\_\_\_\_ Middle Name *(If No Middle Name, Type or Print 'NMN')* \_\_\_\_\_ Last Name \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-mail Address \_\_\_\_\_

Primary Phone Number \_\_\_\_\_

**General Information**

Position Applied For \_\_\_\_\_ Date Available \_\_\_\_\_

Salary Expectations \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

Are you legally authorized to work in the United States without sponsorship?  Yes  No

Do you now or at a future date require visa sponsorship to work in the United States?  Yes  No

Do you currently or have you held a security clearance?  Yes  No

If yes, provide date, federal agency, and level of clearance.

\_\_\_\_\_  
List any acquaintances or relatives employed by Insero and their relationship to you.

\_\_\_\_\_  
Have you ever been employed by Insero before?  Yes  No If yes, when (MM/YYYY)? \_\_\_\_\_

How did you learn of the position (i.e. employee referral, Insero website, Insero recruiter, LinkedIn, Monster, Indeed, Dice, etc.)? \_\_\_\_\_

**Educational Background**

	Name and Address of Institution	No. Years Completed	Did You Graduate?	Major or Course of Study	Highest Level of Education?
High School/GED			<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Associate Degree			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Undergraduate Degree			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate Degree			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Doctorate			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Education <i>(i.e. Technical, Trade, Vocational, Certificates, Additional Degrees, etc.)</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Current Certifications, Professional Training, and/or Professional/Academic Credentials**

Are you capable of performing the essential functions of the job for which you have applied, with or without a reasonable accommodation?  Yes  No

**Employment Separation**

Have you ever been discharged or asked to resign from any position within the last seven (7) years?  Yes  No

Date \_\_\_\_\_ Name of Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Reason

**Employment History**

Please provide your last seven (7) years of employment history, up to three (3) employers.

Employer Name		May this employer be contacted at this time for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer City, State, and Phone Number				
Job Title		Start and End Dates	From MM/YYYY	To MM/YYYY
Supervisor's Name and Job Title				
Reason for Leaving				

Employer Name		May this employer be contacted at this time for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer City, State, and Phone Number				
Job Title		Start and End Dates	From MM/YYYY	To MM/YYYY
Supervisor's Name and Job Title				
Reason for Leaving				

Employer Name		May this employer be contacted at this time for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer City, State, and Phone Number				
Job Title		Start and End Dates	From MM/YYYY	To MM/YYYY
Supervisor's Name and Job Title				
Reason for Leaving				

**References**

Please provide:

- One (1) professional reference who has worked closely with you for at least six (6) months within the past seven (7) years.
- One (1) personal reference who you have not worked with but can describe your values, integrity, character, and goals.

Name	Relationship	E-mail Address	Telephone Number
	Professional		
	Personal		

**Acknowledgement and Signature**

Insero is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information. or any other protected federal, state or local status. Reasonable accommodation will be made for qualified individuals with a disability, where such accommodations will not impose an undue hardship during the application process and on the job.

This application is not a contract of employment between Insero and any person, nor does it give any person the right to continue in the employment of Insero for any specific period.

I acknowledge and agree to the following:

1. Satisfactory verification of all job qualifications, which may include academic credentials, licenses, professional designations, and credit, criminal, and employment history, and that Insero may obtain or have prepared a consumer report in this regard. I understand that upon written request, I will be informed of the name and address of the agency providing any consumer report that Insero may obtain;
2. I will provide satisfactory attestation and substantiating documentation that I am legally authorized to work in the United States in accordance with the Immigration Reform and Control Act of 1986;
3. I authorize Insero, or its authorized agent, to contact any of my institutions, references, former employer(s), and/or anyone to verify the facts furnished regarding my background and qualifications. I hereby release Insero and any such person from liability or claims of any nature in connection with the furnishing of such information;
4. I agree that if employment is obtained under this application, I will comply with all policies and procedures of Insero. Furthermore, I understand that employment with Insero is at-will for no definite period and may be terminated by me or Insero at any time for any reason not specifically prohibited by law. I understand that no representative of Insero has the authority to make any assurances to the contrary except the President and CEO of Insero in a signed, written document;
5. I understand that I will be separated from employment if I fail to make the required attestations or submit the necessary documentation according to the Immigration Reform and Control Act of 1986, or if it is determined that I am not authorized to work in the United States; and
6. I certify that I have read the information and have answered all questions completely and accurately. Any misrepresentation of facts on the Employment Application or resume is sufficient cause for rejection of my application or dismissal at any time during the period of employment.

Signature

Date

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.