



Employment Application

GENERAL INFORMATION			
Date	<hr/>	Desired Position	<hr/>
Applicant Name	First <hr/> M.I. <hr/> Last <hr/>	Desired Status	<input type="radio"/> Permanent <input type="radio"/> Temporary <input type="radio"/> Contract <input type="radio"/> Full-time <input type="radio"/> Part-time
Other Name(s) Used	<hr/>	Desired Yearly Salary	<hr/>
SSN	<hr/>		
Address	<hr/>		
Phone Number	() <hr/>	E-mail Address	<hr/>
How did you hear about the position? <hr/>			

EDUCATION										
You may be required to present proof of your credentials.										
SAT		ACT		GRE		GMAT		LSAT		
Score		Score		Score		Score		Score		
Year taken		Year taken		Year taken		Year taken		Year taken		
	Name of School Location (City, State/Province, Country)				Course of Studies			Academic Standing		
High School					Did you graduate?		Yes___	No___	GPA	
					Date of graduation		____/____ (month/year)		Class rank	
College/University (undergraduate)					Major				GPA	
					Did you graduate?		Yes___	No___	GPA	
					Date of graduation		____/____ (month/year)		Class rank	
					Degree				Class rank	
College/University (undergraduate)					Major				GPA	
					Did you graduate?		Yes___	No___	GPA	
					Date of graduation		____/____ (month/year)		Class rank	
					Degree				Class rank	

EDUCATION

University (graduate)		Field			GPA	
		Did you graduate?	Yes____	No____		
		Date of graduation	____/____ (month/year)		Class rank	
		Degree				
University (graduate)		Field			GPA	
		Did you graduate?	Yes____	No____		
		Date of graduation	____/____ (month/year)		Class rank	
		Degree				
Vocational, business, other		Field			GPA	
		Did you graduate?	Yes____	No____		
		Date of graduation	____/____ (month/year)			
		Degree/Certificate				

Please list any academic honors you received and the year in which they were awarded.

PROFESSIONAL EXPERIENCE

Please list the information requested below for your three most recent employers. All information on this form must be completed. Insero may contact the employers listed below to verify dates of employment and job title. Employers listed below will be contacted for references only with your permission.

	Employer's Name, Address, Phone Number	Position			Reason for Leaving
Current Position	()	Job Title			
		Employment Dates	Start	End	
		Supervisor	Salary	Start	
Previous Position	()	Job Title			
		Employment Dates	Start	End	
		Supervisor	Salary	Start	
Previous Position	()	Job Title			
		Employment Dates	Start	End	
		Supervisor	Salary	Start	



PROFESSIONAL EXPERIENCE

Please list any professional licenses, certifications, and memberships you hold.

May we contact your current employer for references?

If no, please explain.

No _____

Yes _____

May we contact your previous employers for references?

If no, please explain.

No _____

Yes _____

Have you ever been fired or asked to resign from a job within the last five years?

If yes, please explain.

No _____

Yes _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has been annulled, expunged, or sealed by Court?

If yes, please explain.

No _____

Yes _____

REFERENCES

Please list at least three professional (Employer) or academic references and one personal reference below. Employment at Insero is contingent upon satisfactory references.

Name	Address	Phone Number	Nature of Relationship	Years Known



CERTIFICATION & AUTHORIZATION

I certify that the foregoing statements on the Employment Application are true and correct to the best of my knowledge and belief. I understand that, in the event of my employment by Insero, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Insero and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that no employment contract, either expressed or implied, is created hereby should I be hired by Insero.

If employed, I will be required to provide Insero with positive proof of identification and proof of eligibility to work in the United States.

Insero is an equal opportunity employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

I hereby acknowledge that I have read and agree to the above statements.

Signature

Print Complete Name

Date