



Insurance Since 1915

Knowledgeable. Committed. Trusted.

APPLICATION FOR EMPLOYMENT

Incomplete information could disqualify you from further consideration. General Agency Company is an equal opportunity employer. General Agency Company does not discriminate in employment against persons based on age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, weight, or any other legally protected status. Completed applications should be returned to the Human Resources Department.

NAME:

_____ (Last) (First) (Middle)

CURRENT ADDRESS: _____

PHONE: _____

Job(s) applying for: _____

Are you eligible to work in the United States? Yes____ No____

Are you 18 years or Older? Yes____ No ____

Employment Desired: Full Time ____ Part Time ____

May we contact your current/most recent employer? Yes____ No ____

If applying only for part-time, what days and hours? _____

Have you worked for General Agency Company before? Yes ____ No ____

If yes, when? _____

Have you ever applied for work with us before? Yes___ No___ If yes, when? _____

List any friends or relatives working for us: _____

Please list specific skills, qualifications or experiences which you feel would specifically fit you for work with us.

If hired, do you have a reliable means of transportation to get to work? Yes____ No____

Armed Forces Service? Yes ___ No___ Dates of Service: From _____ to _____

Branch of Service _____ Duties_____

Rank at time of enlistment _____ Rank at time of discharge _____

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? Yes ___ No ___

Please describe: _____

Have you ever been convicted of a crime? Yes___ No ___

If yes, please explain when, where, and the nature of criminal conviction(s): _____

Are there any felony charges pending against you now? Yes___ No___

If yes, please describe: _____

If hired, how soon can you begin? _____

EDUCATION

(List each school separately)

	Name of School	City, State	#of Years Completed	Graduate? Yes, No	Major & Degree
High School					
College					
Graduate					
Other					

WORK EXPERIENCE
(List most recent jobs first)

Name, City and State of Company	Dates Employed (From/To)	Position/Title Duties Performed	Supervisor	Pay rate	Reason for Leaving

If you were employed within the last two years, how many days were you absent and/or late?

PROFESSIONAL REFERENCES (Not related to you)

Name	Address and Telephone number	Company and Position

EMPLOYER REFERENCES (Last two employers-Most Recent first)

Name	Address and Telephone number	Company Name and Position

APPLICANT'S CERTIFICATION AND AGREEMENT

(Please read carefully)

1. Certification of Truthfulness.

I certify that all statements on this application are truthful and complete. I understand that such statements may be investigated and if found to be false may result in not becoming employed or dismissal if already employed.

2. Authorization for Employment Information.

I authorize my references and prior or current employers to give you complete information concerning my employment history, including discipline, and any pertinent information they may have, including character, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing information to you. I also waive written notice that employment information is being provided by any person or organization.

3. Employment at Will.

If hired, in consideration of my employment, I agree to abide by the rules and policies of the General Agency Company. I further agree that such employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the General Agency Company or me. I understand that no agent or representative of the General Agency Company other than its CEO has the authority to enter into any agreement contrary to the foregoing, and that the CEO's authority to do so may be exercised only by a written employment contract signed by the CEO of the General Agency Company.

4. Confidential Information

The General Agency Company may provide me with Confidential Information not generally known or available outside the company or entrusted to the General Agency Company in confidence by third parties. Confidential Information includes: (i) Client Information; (ii) technical data, product or service ideas or plans, software codes and designs, developments, processes, techniques, hardware configuration information, lists of, or information relating to, customers, employees, and consultants of General Agency Company, cost and price lists and/or commissions, market analysis, software, marketing plans, licenses, contract information, business plans, and financial data.

I agree, at all times during and after the relationship with the General Agency Company, to hold in strictest confidence, and not to disclose to any person or entity without written authorization from the General Agency Company, any Confidential Information that I obtain, access, or create during the relationship with the General Agency Company, unless and until such Confidential Information becomes generally available through no wrongful act of mine or of others who were under confidentiality obligations. I further agree not to make copies of such Confidential Information except as authorized by the General Agency Company.

I agree, that during the relationship with the General Agency Company, and for the time proceeding the end of the employment relationship for any reason, as outlined in the Confidentiality Agreement, whether voluntary or involuntary and with or without cause, I shall not use any Confidential Information to negatively influence any of the General Agency's clients or customer services or to solicit or influence or attempt to influence any client, customer, or other person either directly or indirectly, to direct any purchase of products and/or services to any competitors of the General Agency Company.

I also agree that any claim or lawsuit relating to my service with the General Agency Company must be filed not more than six (6) months, 180 days after the date of the employment action that is the subject of the claim or lawsuit. I waive, any statute of limitations to the contrary.

Date: _____, 20____

Applicant's Signature: _____