

# EMPLOYMENT APPLICATION

(PLEASE PRINT WITH BLUE OR BLACK INK)



**INSURE**hut  
.com

## APPLICANT INFORMATION

Date:	Last Name:	First Name:	M.I.:
Street Address:		Apartment/Unit#:	
City:	State:	ZIP:	
Phone:	E-mail Address:	DL #:	
Date Available:	Desired Hourly:	How did you hear about us:	
Position Applied for: <input type="checkbox"/> Customer Service Rep <input type="checkbox"/> Agent <input type="checkbox"/> Office Admin <input type="checkbox"/> Other: _____			
Are you at least 18 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO		Are you authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Do you speak fluent English and Spanish? <input type="checkbox"/> YES <input type="checkbox"/> NO		Are you willing to travel up to 15 miles to work? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you ever worked for an insurance company? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, who? _____ When? _____			
Do you have an insurance license? <input type="checkbox"/> YES <input type="checkbox"/> NO		Are you able to work 9am-7pm Monday-Saturday? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you worked for Ai United Insurance before? <input type="checkbox"/> YES <input type="checkbox"/> NO		Are you related to any current or past employees of Ai United? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, explain: _____			

## EDUCATION

<b>High School</b> Name:	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>College</b> Name:	Address:		
Are you currently enrolled? <input type="checkbox"/> YES <input type="checkbox"/> NO	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree:	
<b>Other</b> Name:	Address:		
Are you currently enrolled? <input type="checkbox"/> YES <input type="checkbox"/> NO	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree:	

## REFERENCES *(non-family)*

<b>Full Name:</b>	Relationship:
Company:	Phone:
<b>Full Name:</b>	Relationship:
Company:	Phone:

## APPLICANT SURVEY

I am willing to utilize the techniques provided by a manager to improve my productivity. <input type="checkbox"/> YES <input type="checkbox"/> NO	I am open to learning new skills and helping others learn new skills. <input type="checkbox"/> YES <input type="checkbox"/> NO
If hired I agree to obtain any required licenses or certificates. <input type="checkbox"/> YES <input type="checkbox"/> NO	If unable to obtain required licenses or certificates I understand that my employment can be terminated. <input type="checkbox"/> YES <input type="checkbox"/> NO

## PREVIOUS EMPLOYMENT *(from most recent)*

Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO			

## DISCLAIMER AND SIGNATURE

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation, of all statements contained in this application, and any public information for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application of interview(s) may result in discharge. I also understand that I am required to abide by all the rules and regulations of the employer.

I authorize OSIX, LLC to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that OSIX, LLC will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Signature:

Date:

## \*\*\*APPLICATION DISCLOSURE\*\*\*

OSIX, LLC considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. OSIX, LLC is an equal opportunity employer.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised upon development of other duties and changes in responsibilities.