Insperity

APPLICATION FOR EMPLOYMENT

Name of Insperity Client Company (if applicable and known)
How did you hear about the position for which you are applying?

As part of the application process, Insperity may conduct background checks on applicants.

EQUAL OPPORTUNITY EMPLOYER. It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.

— PLEASE TYPE OR PRINT IN INK —				Today's Date	
First Name	MI	Last Name		Last 4 Digits of Social Security Number	
Current Mailing Address				How long at current address?	
City			County	State	ZIP Code
Daytime Telephone ( )	Home Telephone ( )		E-mail Address		
Position for which you are applying			Date available for work	What is your minimum salary requirement?	
Check the following options you would consider ☐ Full-Time ☐ Part-Time ☐ Temporary			If part-time, specify hours and days available		
Are you subject to any type of agreement with a current or former employer or entity that would restrict your ability to work at Insperity or the Client Company to which you have applied (e.g., non-compete, confidentiality, non-disclosure)? ☐ Yes ☐ No If Yes, explain and provide a copy of such agreement.					

EDUCATION & TRAINING

	SCHOOL NAME	CITY AND STATE	DEGREE/DIPLOMA MAJOR COURSE OF STUDY	DEGREE RECEIVED?
High School				☐ Yes ☐ No
GED				☐ Yes ☐ No
Colleges*				☐ Yes ☐ No
Graduate School				☐ Yes ☐ No
Trade School				☐ Yes ☐ No

*** Only list colleges or universities accredited by the Department of Education (DOE). The DOE maintains a database of accredited institutions at http://ope.ed.gov/accreditation. It is your responsibility to verify accreditation.**

List course work undertaken or degree/diploma received from an unaccredited college, as well as any other education, training, special skills or certificates/licenses that you possess related to the job.

Professional License/Certification #	Professional License/Certification Type	Issuing Agency	State Issued	Expiration Date
Professional License/Certification #	Professional License/Certification Type	Issuing Agency	State Issued	Expiration Date

List any machines, equipment or software programs on which you are qualified and experienced in operating.

List any languages that you speak fluently	List any languages that you read/write fluently

If you are applying for a position which involves driving a motor vehicle in the course and scope of the employment duties, please indicate whether you have a valid driver's license in this state. ☐ Yes ☐ No

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GENERAL INFORMATION

APPLICANT NAME _____

Can you, after employment, submit verification of your legal right to work in the United States? ☐ Yes ☐ No	Are you 16 years old or over? ☐ No ☐ Yes ► Age ☐ 16 ☐ 17 ☐ 18 or over
Were you previously employed by Insperity and/or the Insperity Client Company to which you are applying? ☐ Yes ☐ No	If Yes, give dates: From: (month/year) To: (month/year)
Can you perform the essential functions of the job? ☐ Yes ☐ No	
List any relatives working for Insperity and/or the Insperity Client Company to which you are applying:	

EMPLOYMENT HISTORY (List all work experience beginning with the present or most recent job. Use back of application, if necessary).

MOST RECENT JOB HELD	Name of Employer			Type of Business	
	Address		City	State	ZIP Code
	Title			Telephone Number ( )	
	Name and Title of Supervisor			Type of Employment ☐ Part-Time ☐ Full-Time	
	May We Contact? ☐ Yes ☐ No	Employed From (month/year)	Employed To (month/year)	Last Salary $	
	Brief Description of Duties			Reason for Leaving	
PREVIOUS EMPLOYMENT	Name of Employer			Type of Business	
	Address		City	State	ZIP Code
	Title			Telephone Number ( )	
	Name and Title of Supervisor			Type of Employment ☐ Part-Time ☐ Full-Time	
	May We Contact? ☐ Yes ☐ No	Employed From (month/year)	Employed To (month/year)	Last Salary $	
	Brief Description of Duties			Reason for Leaving	
PREVIOUS EMPLOYMENT	Name of Employer			Type of Business	
	Address		City	State	ZIP Code
	Title			Telephone Number ( )	
	Name and Title of Supervisor			Type of Employment ☐ Part-Time ☐ Full-Time	
	May We Contact? ☐ Yes ☐ No	Employed From (month/year)	Employed To (month/year)	Last Salary $	
	Brief Description of Duties			Reason for Leaving	
PREVIOUS EMPLOYMENT	Name of Employer			Type of Business	
	Address		City	State	ZIP Code
	Title			Telephone Number ( )	
	Name and Title of Supervisor			Type of Employment ☐ Part-Time ☐ Full-Time	
	May We Contact? ☐ Yes ☐ No	Employed From (month/year)	Employed To (month/year)	Last Salary $	
	Brief Description of Duties			Reason for Leaving	

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ADDITIONAL INFORMATION **APPLICANT NAME** _____

PREVIOUS EMPLOYMENT	Name of Employer			Type of Business	
	Address		City	State	ZIP Code
	Title			Telephone Number ( )	
	Name and Title of Supervisor			Type of Employment ☐ Part-Time ☐ Full-Time	
	May We Contact? ☐ Yes ☐ No	Employed From (month/year)	Employed To (month/year)	Last Salary $	
	Brief Description of Duties			Reason for Leaving	
PREVIOUS EMPLOYMENT	Name of Employer			Type of Business	
	Address		City	State	ZIP Code
	Title			Telephone Number ( )	
	Name and Title of Supervisor			Type of Employment ☐ Part-Time ☐ Full-Time	
	May We Contact? ☐ Yes ☐ No	Employed From (month/year)	Employed To (month/year)	Last Salary $	
	Brief Description of Duties			Reason for Leaving	

CRIMINAL RECORD INFORMATION (Instructions for answering the next two questions below):

A. **All Applicants.** Do not include convictions that were sealed, eradicated, erased, annulled by a court, expunged, pardoned, or deferred and withdrawn.

B. **District of Columbia, Illinois, and Rhode Island Applicants.** Do not respond to the second question (regarding pending charges).

C. **California Applicants.** Do not include: a misdemeanor conviction for possession or transportation of a small amount of marijuana (28.5 grams or less) if the conviction is more than two (2) years old; participation in any pretrial or post trial diversion program for drug or alcohol rehabilitation; or a misdemeanor conviction for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.

D. **Colorado Applicants.** Exclude information involving any record of civil or military disobedience unless such matters resulted in a plea of guilty or a conviction by a court of competent jurisdiction.

E. **Connecticut Applicants.** You are not required to disclose the existence of any arrest, criminal charge, or conviction, the records of which have been erased. Criminal records subject to erasure are: records pertaining to a finding of delinquency or the fact that a child was a member of a family with service needs; an adjudication as a youthful offender; a criminal charge that has been dismissed or nulled (not prosecuted); a criminal charge for which the person was found not guilty; or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been erased is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and may so swear under oath.

F. **Hawaii Applicants.** Do not answer the following two questions.

G. **Massachusetts Applicants.** Do not answer the following two questions.

H. **Michigan Applicants.** Regarding pending charges, limit your response to felony offenses.

I. **Utah Applicants.** Regarding convictions, limit your response to felony convictions. Do not respond to the second question (regarding pending charges).

1. Convictions/Pleas. In the past ten (10) years, have you ever been convicted of, or pled guilty or no contest to, any criminal offense other than any applicable exceptions listed above?	☐ Yes ☐ No
2. Pending Charges. Have you been arrested for any matters for which you are now out on bail or on your own recognizance pending trial?	☐ Yes ☐ No

CRIMINAL RECORDS:

If you answered Yes to either of the above two questions, please provide the date(s) and describe that criminal record so the individual circumstances can be considered. ***Criminal convictions or arrests will not automatically disqualify an applicant from employment.***

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ADDITIONAL INFORMATION **APPLICANT NAME** _____

BUSINESS REFERENCES (List three individuals, in addition to listed employment references, known to you for at least three years).

NAME	OCCUPATION/ASSOCIATION	TELEPHONE
1.		( )
2.		( )
3.		( )

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, honors received, etc. You may omit all information that would indicate age, sex, sexual orientation, race, religion, color, national origin, or disability.

AGREEMENT (Please read the following statement carefully).

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsification or significant omission of information requested in this application or in the application process may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize all persons listed above (and on the accompanying resume, if any) to give Insperity any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and Insperity, from liability for any damage that may result from furnishing same to Insperity.

I understand that Insperity and its client have agreed that Insperity will provide workers' compensation insurance coverage for its employees. In the event of an injury in the workplace, I agree that my sole remedy lies in coverage under Insperity's workers' compensation insurance policy.

If employed by Insperity and its client company, I agree to abide by the policies and procedures of Insperity and its client company, which include Insperity Anti-Harassment Policy. I further understand that my employment can be terminated, with or without cause or notice, at any time, at the discretion of Insperity, the client company or myself. I further understand that no manager or representative of Insperity or its client company other than the president of Insperity has any authority to enter into any agreement, oral or written, on behalf of Insperity for a term of employment or to make any assurance or promise of continued employment.

I understand that Insperity and/or its client company may obtain a consumer and/or investigative consumer report for employment purposes that may include information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The report may also contain a records check of driving, criminal, credit, education, degrees, professional licenses and/or certification records depending on the position. By signing this application, I authorize the procurement of a consumer and/or investigative consumer report by Insperity as part of the pre-employment background investigation and if hired, at any time during my employment. California Applicants: I further understand that Insperity and/or its client company may obtain Public Records about me as part of an internal background investigation and that I may waive my right to receive a copy of such Public Records by checking this box: ☐

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING $100.

I understand and agree that, subject to applicable law, I may be required to take a drug and alcohol screening test. I hereby give my voluntary consent for a blood and/or urine sample to be collected from me and submitted for testing. I also consent to the release of the test results to Insperity and/or its client company. I understand that any positive drug or alcohol result may preclude my employment.

SIGN AND DATE THE FORM

Applicant's Signature	Date Signed (mm/dd/yyyy)
Print Full Name	Last 4 Digits of Social Security Number

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