

Please print in ink (preferably black) or use typewriter

Independent Insurance Agents of Houston

Employment Services Application



Applicants for employment services shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.

Applicant: It is your responsibility to provide sufficient information on this application to indicate that you meet the minimum qualifications for the job(s) for which you wish to be considered.

1. Positions applied for _____ 2.Desired Salary _____

3. Social Security No. _____ (Note: Completion of number three is optional. Failure to submit social security number on this form will not prohibit employment consideration. Social security number may be required on other forms prior to employment.)

4. Full legal name _____ 6. Home Phone () _____
Last First Middle

5. Address _____ 7. Business Phone () _____

8. E-mail Address _____

City State Zip

9. EDUCATION

a. Check highest grade completed []1 []2 []3 []4 []5 []6 []7 []8 []9 []10 []11 []12 Year Completed _____

b. If you did not complete high school, do you have a high school equivalency diploma? [] Yes [] No Date Received _____

c. Check number of years of post high school education []1 []2 []3 []4 []5 []6 []7

Table with 5 columns: Name and Location of Institution, Hrs, Degree Received, Major or Specialty, Minor, Dates Attended. Rows 1, 2, 3.

d. If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date: _____

10. EXPERIENCE — Use Supplementary Experience Form(s) for additional space. Starting with the most recent, describe ALL relevant experience.

Highlight your knowledge, skills and abilities which best demonstrate your qualifications for the positions listed in number 1 above. You may list significantly different jobs within the same organization as separate items. May we contact your present supervisor? [] Yes [] No

a. Job Title _____ Duties: _____
Employer _____
Address _____
Phone _____
Type of business _____
Immediate supervisor _____
Title _____ Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____ Software used _____
Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
Full-time Part-time Hours/week Your name if different from present _____

b. Job Title _____ Duties: _____
Employer _____
Address _____
Phone _____
Type of business _____
Immediate supervisor _____
Title _____ Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____ Software used _____
Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
Full-time Part-time Hours/week Your name if different from present _____

c. **Job Title** _____ **Duties:** _____
 Employer _____
 Address _____

 _____ Phone _____
 Type of business _____
 Immediate supervisor _____
 Title _____ Number and titles of employees you supervised _____
 Salary (start) _____ (finish) _____ Software used _____
 Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
 Full-time ___ Part-time ___ Hours/week _____ Your name if different from present _____

d. Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, and special achievements or specialized skills: _____

e. Automated word processing (specify equipment) _____
 Typing speed _____ words per minute. Shorthand speed _____ words per minute

f. Professional Designations.

Type	License Number	Granted by (licensing board)

11. **REFERENCES**

List names, addresses and relationships of three persons not related to you who know your qualifications:

Name	Address	Phone	Relationship

12. **MISCELLANEOUS**

- a. Would you consider temp or temp-to-hire: Yes No
- b. Check which job status you would accept: Full-time Part-time (specify) _____
- c. Check which employment status you'd accept: Salaried Hourly Salary plus commission
- d. Are you willing to accept employment which requires you to travel? No Yes. If yes, During the day only, Occasionally overnight, Frequently overnight.
- e. List the geographic locations in which you are willing to work. If anywhere in Texas, write "all" _____
- f. For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No. Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.
- g. Are you willing to provide your own transportation if necessary for your employment? Yes No.
- h. Have you ever been convicted on any offense other than a minor traffic violations? (Do not include convictions while a minor and/or convictions sealed by court order) Yes No. If YES, please provide the following: Description of offense: _____
 Statute or ordinance(if known): _____ Date of Charge: _____ ; Date of Conviction _____
 County, City, State of Conviction: _____

(For additional convictions use plain paper. Include all information listed above.)

*A conviction record is not an automatic bar to employment. The nature, recency, and disposition of the offense will be considered only as it relates to the job for which you are applying.

13. When will you be available to start work? (No date is necessary if you are available as soon as you give two (2) weeks notice.)
 _____ Month _____ Day _____ Year

14. **CERTIFICATION--Each Application Requires Current Date and Original Signature**

READ CAREFULLY BEFORE SIGNING: I understand that my signature below and the information I have provided establishes no obligation on the part of the IIAH Employment Services and/or organizations that contract with the same to find candidates for open job positions to employ me. There has been no implied or expressed guarantee that my completion of this application will necessarily result in my employment. I hereby certify that all entries on both sides and all attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of the IIAH Employment Services and/or organizations that contract with the same to find candidates for open job positions. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent to references and former employers and educational institutions listed being contacted regarding this application. I further authorize the IIAH Employment Services to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the IIAH Employment Services or designee.

Date _____ **Applicant Signature** _____

This application for employment is good for 90 days only. Consideration for employment after 90 days requires a new application or update of status in writing which will be attached to this application extending it for an additional 90 days.

Supplementary Experience Form

Social Security Number _____
Name _____

Job Title _____ **Duties:** _____
Employer _____
Address _____
_____ Phone _____

Type of business _____
Immediate supervisor _____
Title _____ Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____ Software used _____
Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
Full-time ___ Part-time ___ Hours/week _____ Your name if different from present _____

Job Title _____ **Duties:** _____
Employer _____
Address _____
_____ Phone _____

Type of business _____
Immediate supervisor _____
Title _____ Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____ Software used _____
Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
Full-time ___ Part-time ___ Hours/week _____ Your name if different from present _____

Job Title _____ **Duties:** _____
Employer _____
Address _____
_____ Phone _____

Type of business _____
Immediate supervisor _____
Title _____ Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____ Software used _____
Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
Full-time ___ Part-time ___ Hours/week _____ Your name if different from present _____

Job Title _____ **Duties:** _____
Employer _____
Address _____
_____ Phone _____

Type of business _____
Immediate supervisor _____
Title _____ Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____ Software used _____
Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
Full-time ___ Part-time ___ Hours/week _____ Your name if different from present _____

Job Title _____ **Duties:** _____
Employer _____
Address _____
_____ Phone _____

Type of business _____
Immediate supervisor _____
Title _____ Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____ Equipment used _____
Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
Full-time ___ Part-time ___ Hours/week _____ Your name if different from present _____

Employment Services Process Acknowledgement



Submitting an application does not constitute acceptance by the Independent Insurance Agents of Houston Employment Services (IIAH Employment Services) for any open past, current or future listed positions. IIAH Employment Services is under no obligation to accept your application or to present your application to employers that have contracted with it to fill any open positions.

Application Processing

Upon receipt application materials will be reviewed based on the qualifications required for any currently open positions. Processing the applications materials requires the expenditure of time and resources by IIAH Employment Services. To receive consideration for open positions, it is necessary to fully complete **all** information requested. Any incorrect, incomplete or false statements of information furnished may void the application for any current or future consideration.

I hereby authorize the schools, companies, former employers and all other persons named in the application submitted to give any information regarding my employment, conviction records, or character. I hereby release IIAH Employment Services and said schools, agencies, companies, former employers, and all other persons named in the application submitted from all liability for any damages resulting from issuing this information.

Candidate Presentation

Decisions to present candidates for open jobs listed with IIAH Employment Services are made solely on the basis of candidate's qualifications to perform the work for the position listed. Qualifications include education, training, work experience and other factors which are relevant in determining job performance. Credentials and experience will be verified through schools, former associates and licensing/certification agencies, if applicable. The application will be kept on file for ninety (90) days. Should an appropriate opening occur, your application will be reviewed along with other qualified applicants. If you are among the most qualified candidates for this position, your resume will be presented to the employer that has contracted with IIAH Employment Services to assist with presenting candidates for the aforementioned opening. If that employer chooses to proceed with your resume, an interview will then be set. IIAH Employment Services assumes no responsibility in the hiring process beyond presenting your resume to the potential employer. Decisions to present candidates are made without regard to race, religion, color, sex, national origin, age, disability, or any other classification as proscribed by federal, state or local law. IIAH Employment Services does not assume responsibility for the employer's hiring processes and/or decisions.

I understand and agree that nothing contained in the employment application or the employment services process acknowledgement or in the granting of any interview creates an employment contract between IIAH Employment Services and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no promises or guarantee is binding upon IIAH Employment Services unless made in writing prior to the date of this application.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENTS

Applicant Signature

Date