



APPLICATION FOR EMPLOYMENT

Date ___/___/___

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status or any other basis recognized by federal, state or local law.

PERSONAL BACKGROUND

Name _____ E-mail _____
Last First Middle

Present Address _____

Phone No. (____) _____ Referred by _____

Position Applying for _____ Date you can start ___/___/___

Full Time Part Time Specify Hours _____ Salary Desired _____

Is there any reason we may not inquire of your present employer or prior employers? If yes, please explain:

Have you ever applied to this company before? _____ Where? _____ When? _____

Are you willing to work overtime? Yes No

If driving is a requirement of the job for which you are applying, do you have a valid driver's license? Yes No

If you are a minor, can you produce the work certificate necessary to obtain employment? Yes No

Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.? Yes No

(Verification and completion of Form I-9 must be submitted no later than three business days after date of hire)

EDUCATIONAL BACKGROUND	NAME AND LOCATION OF SCHOOL	CIRCLE HIGHEST GRADE COMPLETED	MAJOR AREA OF STUDY
High School		9 10 11 12/GED	
College		1 2 3 4	
Trade, Business or Graduate School			

Please list any specialized technical skills (e.g. computer programming/language software, equipment operation, special tools or machines). _____

WORK EXPERIENCE:

(Please list below your last four employers, starting with your present and last place of employment.)
 You may include any verifiable work performed on a volunteer basis, internship or military service.

DATE. From: Mo./Yr. To: Mo./Yr.	Name, Address and Phone# of Employer	Position	Name of Supervisor	Reason for Leaving
From: To:				
From: To:				
From: To:				
From: To:				

REFERENCES

Please give the names of three additional work-related references whom we may call. Please do not list relatives. Individuals with no prior work experience may list school or volunteer-related references.

NAME	POSITION	COMPANY	PHONE#

PLEASE READ CAREFULLY APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby give Carnegie Agency, Inc.; Carnegie General Insurance Agency; Platinum Claims Services, Inc. and Auto Agency Plus Inc. (Carnegie Insurance), the right to make a thorough investigation of my past employment, education, and background, as well as my criminal history, motor vehicle violations and financial history, at any time during my employment at Carnegie. I also release from liability all persons, companies, or corporations supplying such information. I release Carnegie Insurance and its employees and agents from any liability which might result from making such investigations. I understand that any false answers or statements or implications made by me in this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Carnegie Insurance either for employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no promise or guarantee is binding upon Carnegie Insurance or any of their employees or agents. If an employment relationship is established, I understand that Carnegie Insurance is an at-will-employer and that I have the right to terminate employment at any time for any reason, and that Carnegie Insurance retains the same right.

I understand that any offer of employment will be conditioned on my providing proof of work eligibility within three (3) business days of the commencement of employment as well as the results of my background check.

Applicant's Signature _____ **Date** ____/____/____