



EMPLOYMENT APPLICATION

Please complete and sign this application even if you are enclosing a resume.

All employment policies of Union Standard Insurance Group will be administered without regard to race, color, religion, national origin, age, sex or disability.

Please print in ink.

PERSONAL			Date	Social Security Number
Last Name	First	Middle	(Area Code) Home Phone	
Address (Street, City, State, Zip)			(Area Code) Alternate Phone	
List your last three previous addresses				
Address (Street, City, State, Zip)			Date: From	To
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Can you submit proof of your legal right to work? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever filed an application with Union Standard Insurance Group? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date:				
Have you ever been employed with Union Standard Insurance Group? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date:				
How were you referred to Union Standard Insurance Group?				
For what position are you applying?				
Please list any friends or relatives working for Union Standard Insurance Group.				
Have you ever been convicted or found guilty of a felony offense or released from prison within the past 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details.				
By what other names are you known to schools or employers?				
List any business or trade organizations of which you are a member.				

EMPLOYMENT HISTORY – Please give complete full-time/part-time employment record. Start with your present or most recent employer.

Firm Name/Address			From
			To
Position	Nature of Business	Immediate Supervisor Name & Business Phone	
Reason for Making Change		Starting Salary	
		Ending Salary	
Firm Name/Address			From
			To
Position	Nature of Business	Immediate Supervisor Name & Business Phone	
Reason for Making Change		Starting Salary	
		Ending Salary	
Firm Name/Address			From
			To
Position	Nature of Business	Immediate Supervisor Name & Business Phone	
Reason for Making Change		Starting Salary	
		Ending Salary	
Firm Name/Address			From
			To
Position	Nature of Business	Immediate Supervisor Name & Business Phone	
Reason for Making Change		Starting Salary	
		Ending Salary	
Firm Name/Address			From
			To
Position	Nature of Business	Immediate Supervisor Name & Business Phone	
Reason for Making Change		Starting Salary	
		Ending Salary	

ADDITIONAL EXPERIENCE – Describe any work experience that would help you contribute at Union Standard.

SELF EMPLOYMENT / UNEMPLOYMENT RECORD

Dates (MM/YY)	Nature of Business or Description of How You Spent Your Time	Income Source/ Amount of Earnings
From		
To		
From		
To		
From		
To		

EDUCATION RECORD - Please complete for each school you attended.

School Name and Location	# of yrs attended	Did You Graduate?	Grade Average	Degrees Received
If you did not complete high school or entered college and did not graduate, what was the reason?				
Subjects you liked best		Subjects you liked least		
Major Field of Study	How did you finance your education (source and percent)?			

EMPLOYMENT CONSIDERATIONS

Are you currently employed?	When and how may we contact your present employer?
When will you be available?	What salary would you consider (monthly)?

SKILLS and TRAINING

CPCU	IIA
CIC	DESIGNATIONS/CERTIFICATIONS:
10 Key	TYPING/ENTRY
	OTHER
SOFTWARE:	

