

EMPLOYMENT APPLICATION

Date of Application: _____

AN EQUAL OPPORTUNITY EMPLOYER

Name:		
Address:		
City:	State:	Zip Code:
Home Phone:	Message Phone:	

GENERAL INFORMATION

How did you hear about Cost-U-Less Insurance? _____

Position applied for: _____

Available to work: _____ Full-Time Part-Time Temporary

Date available to start work: _____ Hours desired: _____

If you are under age 18, can you provide a work permit if offered a job? Yes No

If you are not a citizen, do you have the right to work in the U.S.? Yes No

If you are hired you will be required to furnish documentation within 3 days that you are legally entitled to work in the U.S.

Have you been arrested or convicted of a misdemeanor or felony under your present name or any other name? Yes No

Conviction of a misdemeanor or felony may not necessarily bar employment. If yes, state:
When: _____ Where: _____

Disposition of case: _____

Have you ever applied for a position with or worked for this Company before? Yes No

If yes, specify: From: _____ To: _____
Location: _____ Position: _____

EDUCATION

	Name of School and Address	Major	No. of Years Completed	Did you Graduate?
High School				
College				
Other (Specify)				

QUALIFICATIONS AND SKILLS

Specialized Skills: Indicate office machines/word processing software/computer equipment operated.	TYPING _____ WPM
If you now hold, or have ever held an Insurance License, provide the type of license, its number, dates license held and indicate if it is in force:	
Have you taken the State Insurance License exam? If so, when and with what result?	Indicate foreign language proficiencies, if job-related.
Do you have any other experience, training, qualifications, or skills which apply to the position for which you are applying?	

EMPLOYMENT HISTORY

Please list your present and past work experience for the last 10 years, beginning with your current job. You may include volunteer activities.

Name of Employer:	From	To	
	Month	Year	Month Year
Address: <small>(Street, City & State)</small>	Telephone:		Pay Starting:
Position:	Supervisor:		Final:
Description of Duties:			
Reason for Leaving:			
Name of Employer:	From	To	
	Month	Year	Month Year
Address: <small>(Street, City & State)</small>	Telephone:		Pay Starting:
Position:	Supervisor:		Final:
Description of Duties:			
Reason for Leaving:			
Name of Employer:	From	To	
	Month	Year	Month Year
Address: <small>(Street, City & State)</small>	Telephone:		Pay Starting:
Position:	Supervisor:		Final:
Description of Duties:			
Reason for Leaving:			

If you need additional space, please continue your response on a separate page.

Please identify and explain all periods of unemployment in excess of one month during the past 10 years.

Please identify and explain all periods of unemployment

Period of Unemployment:		
From:	To:	Reason for Unemployment:

To assist us to check records and to verify prior employment and education, please indicate whether you were ever employed or enrolled in a school under a name other than that used on this application:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please specify the name you were employed or enrolled under:			

If you are employed now, may we contact your current employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you able to perform the essential duties of the position for which you are applying, either with or without reasonable accommodations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a veteran of the United States military service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please state branch of service: _____		
Please list any job-related professional, trade, business or civic activities, organizations and associations. (You may omit those which indicate race, color, religion, national origin, ancestry, sex, age, or the existence of a disability):		

Please provide the names, addresses, and telephone numbers of at least two references who are not related to you:

Person to be contacted in the event of an accident or emergency:

Name: _____

Address: _____

Telephone: _____

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by the Company unless I have indicated to the contrary. I authorize the references listed, as well as all other individuals whom the Company contacts, to provide the Company any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the Company as well as from any use or disclosure of such information by the Company or any of its' agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission, of information on this application may result in my failure to receive an offer or, if I am hired, my immediate dismissal from employment.

I understand that a routine inquiry may be made by the Company during the initial or subsequent processing of my application which will provide applicable information concerning my qualifications as a candidate. For this purpose, I authorize all persons, schools, companies, corporations, credit bureaus, former employers and municipal, county, state, and federal agencies to provide all information, in confidence, that is requested concerning my background relevant to my job application to this Company or their agent. Upon written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided.

I understand that falsification, omission or misstatement of information may result in refusal to hire, if hired, dismissal from employment. I agree that, if employed, I will conform to all rules and regulations of the Company that may presently exist or that may be adopted in the future. I also understand that I may be disciplined or demoted and the terms of my employment may be altered at anytime with or without cause and with or without advance notice at the discretion of the Company. I understand the Company has the right to search anything brought onto Company premises or vehicles including but not limited to desks, lockers, handbags, briefcases, and automobiles. I understand the Company benefits and rules and regulations may be changed, modified, deleted or added to by the Company at anytime at the Company's sole option and without any prior notice. I understand that this application will remain active for no more than 90 days. I understand that completion of this application does not assure me of a position with this Company. I agree that if I am employed by the Company, employment by the Company, is "at-will," which means that either the Company or I may terminate the employment relationship at any time, with or without prior notice and for any reason not prohibited by statute.

In consideration of my employment, I agree to conform to the rules and standards of the Company. I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the Company. I understand that no employee or representative of the Company, other than it's CEO, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. Furthermore, the CEO of the Company may not alter the at-will nature of the employment relationship unless the CEO, the Human Resources Department and I both sign a written agreement that clearly and expressly specifies the intent to do so. I agree that this constitutes an integrated agreement with respect to the at-will nature of my employment relationship, that it is final and fully binding, and there is no oral, written, or collateral agreements regarding this issue.

I also understand that all offers of employment are conditioned on the provision of satisfactory proof of an applicant's identify and legal authority to work in the United States.

Signature of Applicant _____ Date _____

LOCATIONS

We have opportunities in many locations. Please check all areas you are willing to work in, as the office you are applying for may not be available.

- Anaheim
- Auburn
- Bakersfield
- Capitola
- Carmichael
- Chico
- Citrus Heights
- Concord
- Delano
- El Cerrito
- Elk Grove
- Eureka
- Fairfield
- Fair Oaks
- Folsom
- Fontana
- Fresno
- Hanford
- Jackson
- Lancaster
- Livermore
- Lodi
- Los Angeles
- Los Banos
- Madera
- Manteca
- Merced
- Modesto
- Napa
- Norco
- North Highlands
- Novato
- Oakland
- Oroville
- Paso Robles
- Petaluma
- Pittsburg
- Porterville
- Rancho Cordova
- Red Bluff
- Redding
- Redwood City
- Rocklin
- Sacramento
- San Bernardino
- Salinas
- San Jose
- San Leandro
- Sal Luis Obispo
- Santa Clara
- Santa Maria
- Santa Rosa
- Seaside
- Sonoma
- Stockton
- Temecula
- Tracy
- Tulare
- Turlock
- Ukiah
- Union City
- Vacaville
- Vallejo
- Victorville
- Visalia
- Woodland
- Yuba City

To submit your employment application, please e-mail the application as an attachment to jobs@yourhrsolutionsinc.com or fax it to (916) 503-8735