

irwin siegel agency, inc.

INSURANCE PROGRAMS & RISK MANAGEMENT

human service programs  
box 309 / 25 lake louise marie rd  
rock hill, new york 12775  
800.622.8272 / 845.796.3400

## **APPLICATION for EMPLOYMENT**

Please answer all questions completely and accurately. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Date of Application\_\_\_\_\_ (please note this application will be considered active for 90 days. Any applicant wishing to be considered beyond this time period should submit another application)

---

### **Applicant Information**

First Name\_\_\_\_\_ Middle Initial\_\_\_\_\_ Last Name\_\_\_\_\_

Address\_\_\_\_\_ City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

1<sup>st</sup> Telephone Number\_\_\_\_\_ 2<sup>nd</sup> Telephone Number\_\_\_\_\_

Email Address\_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? YES or NO

Have you ever filed an application with us before? YES or NO If yes, give date\_\_\_\_\_

Are you currently employed? YES or NO May we contact your present employer? YES or NO

Are you prevented from lawfully becoming employed in this country due to a Visa or immigration status? YES or NO

Have you been convicted of a felony within the last 7 years? YES or NO

---

### **Position Information**

Position(s) Applied For\_\_\_\_\_ Desired Salary\_\_\_\_\_

On what date would you be available to work?\_\_\_\_\_

Are you available to work: FULL TIME or PART TIME Can you travel if a job requires it? YES or NO

Are you currently on "lay-off" status and subject to recall? YES or NO

---

### **Education Information**

High School Name\_\_\_\_\_ City\_\_\_\_\_ State\_\_\_\_\_

Receive High School Diploma? YES or NO

College University\_\_\_\_\_ City\_\_\_\_\_ State\_\_\_\_\_

How many years of College have you completed?\_\_\_\_\_ Graduation date/Projected graduation date\_\_\_\_\_

What is/was your course of study?\_\_\_\_\_

College University\_\_\_\_\_ City\_\_\_\_\_ State\_\_\_\_\_

---

---

**Job Related Skills**

List any languages other than English that you speak fluently\_\_\_\_\_

Mark all (equipment operated) skills that apply

\_\_\_\_\_Windows 7      \_\_\_\_\_Microsoft Outlook      \_\_\_\_\_Microsoft Word      \_\_\_\_\_Microsoft Excel

\_\_\_\_\_Dual Monitors      \_\_\_\_\_Calculator      OTHER\_\_\_\_\_

List any licenses or certifications you have that you feel would be of value to this job or ISA:

\_\_\_\_\_

Any specialized training, apprenticeship, and skills:

\_\_\_\_\_

\_\_\_\_\_

---

**Employment Experience** - start with your most recent employer first. Include any gaps in employment and state the reason for no employment during that period.

Employer\_\_\_\_\_ Job Title\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_\_Telephone Number\_\_\_\_\_

Supervisor\_\_\_\_\_ Start Date\_\_\_\_\_ End Date\_\_\_\_\_

Starting Salary/Hourly Wage\_\_\_\_\_ Ending Salary/Hourly Wage\_\_\_\_\_

Work performed\_\_\_\_\_

Reason for Leaving\_\_\_\_\_

Employer\_\_\_\_\_ Job Title\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_\_Telephone Number\_\_\_\_\_

Supervisor\_\_\_\_\_ Start Date\_\_\_\_\_ End Date\_\_\_\_\_

Starting Salary/Hourly Wage\_\_\_\_\_ Ending Salary/Hourly Wage\_\_\_\_\_

Work performed\_\_\_\_\_

Reason for Leaving\_\_\_\_\_

Employer\_\_\_\_\_ Job Title\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Telephone Number\_\_\_\_\_

Supervisor\_\_\_\_\_ Start Date\_\_\_\_\_ End Date\_\_\_\_\_

Starting Salary/Hourly Wage\_\_\_\_\_ Ending Salary/Hourly Wage\_\_\_\_\_

Work performed\_\_\_\_\_

Reason for Leaving\_\_\_\_\_

Employer\_\_\_\_\_ Job Title\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Telephone Number\_\_\_\_\_

Supervisor\_\_\_\_\_ Start Date\_\_\_\_\_ End Date\_\_\_\_\_

Starting Salary/Hourly Wage\_\_\_\_\_ Ending Salary/Hourly Wage\_\_\_\_\_

Work performed\_\_\_\_\_

Reason for Leaving\_\_\_\_\_

---

**References** - please include name and telephone number

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

---

**Applicants Statement**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date