

BURKART-HEISDORF INSURANCE AGENCY, INC.

WORK APPLICATION

PLEASE PRINT OR TYPE ALL INFORMATION
NECESSARY

USE ADDITIONAL PAGES IF

Last Name	First Name	Middle	Social Security No.
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Application for Position of:	Date Available
Present Address - Number, Street, City, State, Zip Code	Home Phone (Include Area Code)
Mailing Address (if different than above) - Number, Street, City, State, Zip Code	Business Phone (Include Area Code)

Burkart-Heisdorf Insurance Agency, Inc. is an equal opportunity employer and does not discriminate against applicants or employees on the basis of sex, race, color, religion, national origin, ancestry, or age (40 years of age and over). In addition, Burkart-Heisdorf does not discriminate against qualified individuals with disabilities.

In your particular jurisdiction, state or local laws may protect against discrimination on account of sexual orientation or marital status. Contact your legal advisor to determine whether these types of discrimination should be included in your application.

EDUCATION AND TRAINING

Circle the highest grade or year completed in school: 1 2 3 4 5 6 7 8 9 10 11 12	Do you have a High School diploma or a GED equivalent? • Yes • No	Name and Location of High School
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TRAINING BEYOND HIGH SCHOOL (College or University, Nursing, Business College, or other schools you have attended). Under "Credits Earned," indicate "Q" for Quarter Hours and "S" for Semester Hours.	Circle the number of years in College or University: 1 2 3 4 5 6 7 8
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Name and Location	Major Field	GPA/Base	Degree

Describe any education or training you have had which is not covered above, such as vocational school, correspondence courses, service schools, in-service training, or volunteer work which you feel is relevant to the job or jobs for which you are applying. Also include relevant licenses or certificates. Be specific. _____

List any organizations you belong to (or have belonged to) and any job-related honors or awards you have received:

REFERENCES

Name	Address	Telephone
Name	Address	Telephone
Name	Address	Telephone

1. Are you over 18 years of age? • Yes • No
2. Have you ever been convicted of a violation of the law other than a minor traffic violation?
• Yes • No If yes, please explain: _____

3. Have you applied to work with us before? • Yes • No If yes, please explain:

4. If hired, proof of your identity and employment eligibility in the United States must be established by appropriate documentation at the time you begin work at Burkart-Heisdorf Insurance Agency, Inc.
5. Are you willing to work an irregular schedule, overtime, on different shifts, and on weekends when necessary?
• Yes • No If no, please explain:

6. Do you have access to adequate transportation to travel to and from work? • Yes • No
If no, please explain: _____

In case of an emergency, notify:

Name: _____ Relationship: _____
Address: _____
Telephone: (Home) _____ Work) _____

CERTIFICATION AND AUTHORIZATION - Please read thoughtfully!

I certify that all facts contained in this Application are true and complete and acknowledge that Burkart-Heisdorf Insurance is relying on the accuracy of the information provided. I authorize Burkart-Heisdorf to verify the accuracy of the information provided herein, and I authorize former employers, educational institutions, and credit agencies to release information concerning me to Burkart-Heisdorf. I also authorize Burkart-Heisdorf to give reference and provide information about me in response to inquiries subsequent to my employment if hired. I understand that falsification, misrepresentation, or omission of requested facts may result in denial of employment or, if employed, may result in immediate dismissal. I understand and agree that, if hired, my employment will be for no definite period and may, regardless of the date of payment of wages, be terminated at any time without previous notice and with or without reason, at the will of either me or Burkart-Heisdorf. I also understand and agree that no one has authority to promise me job security or continued employment except the CEO of the Company in a formal written agreement signed by both of us.

Signature of Applicant

Date