



**OTHER SPECIAL KNOWLEDGE, SKILLS AND QUALIFICATIONS**

Professional licenses, certifications or designations (i.e., CIC, CPCU, etc.) related to our industry:

\_\_\_\_\_

Computer and Software Skills: \_\_\_\_\_

List any other training, skills, certifications or abilities that might be helpful in considering your application:

List professional, trade, business or civic activities and office held (exclude labor organizations and memberships that reveal race, color, religion, national origin, sex, age, disability or other protected status):

\_\_\_\_\_

**GENERAL INFORMATION**

Have you ever been convicted of any law violation (except a minor traffic violation)?  Yes  No  
If yes, please give the details: \_\_\_\_\_

*(A Yes answer does not automatically disqualify you from employment. Factor such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.)*

Are you now or do you expect to be engaged in any other business or employment?  Yes  No  
If yes, please explain: \_\_\_\_\_

How many days of work have you missed during the past year? \_\_\_\_\_ (Exclude absences due to disability or covered by the FMLA)

For jobs that involve driving, only: Do you have a valid driver's license?  Yes  No  
Have you had your driver's license suspended or revoked within the last 3 years?  Yes  No

Have you ever been fired from a job or asked to resign?  Yes  No  
If yes, please explain: \_\_\_\_\_

Have you ever worked or attended school under any other name?  Yes  No  
If yes, give names: \_\_\_\_\_

Do you have any employment restrictions resulting from a non-compete or confidentiality agreement?  Yes  No  
If yes, please explain: \_\_\_\_\_

**PROFESSIONAL REFERENCES**

Name	Business Relationship	Phone

**CERTIFICATION AND AUTHORIZATION**

- In consideration of my employment, I agree to conform to the policies and procedures of the company. I understand that in accepting this application, the company is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed at will and that my employment and compensation can be terminated with or without cause, and with or without notice at any time.
- I certify that the facts contained in this application are true and complete to the best of my knowledge. I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I will, upon request, sign any necessary consent forms.
- I also understand that any falsified statements on this application or omission of fact on either the application or during the pre-employment process will result in my application being rejected, or, if I am hired, in my employment being terminated.

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

\_\_\_\_\_  
**Date**