



Warren G. Bender Co.

Insurance & Bonds • Depth & Dependability Since 1938

APPLICATION FOR EMPLOYMENT

Date: _____

Position Applied For: _____

Please Answer All Questions. Resumes Are Not A Substitute For A Completed Application.

We are an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.

Name: _____
Last Name: First Name: Middle Initial:

Present Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Message Phone: _____ Other: _____

If under the age of 18, can you produce the necessary work certificate at the time of employment? Yes No

Position applying for: _____

Are you applying for (if applicable):

Regular full-time work? Yes No Regular part-time work? Yes No

Temporary work, e.g. summer or holiday work? Yes No

Are you willing to work overtime? Yes No Date on which you can start _____

Have you ever applied to this Company before? Yes No If yes, when did you _____

apply? Have you previously worked for Warren G. Bender Co? Yes No

Dates of employment with Warren G. Bender Co.: from _____ to _____

Reason(s) for leaving: _____

Former supervisor(s) at this company: _____

How did you learn about this opening? _____

Continue to Page 2

SKILLS AND EDUCATION

List special technical skills that you feel qualify you for the job for which you are applying, (i.e., Computer, Agency Management Systems, Software, Equipment Operations, Special Machines, Language, Sales, Communication etc.):

Do you currently hold a valid California Insurance License? Yes No If so, provide type and license # _____

Do you currently hold any Insurance Industry Professional Designations, or have you completed any special Insurance Courses? I so, please list.

Do you speak, read or write any languages other than English? If so, what language

Education	School Name	Course of Study	Graduate?	Degree/Major
High School			Yes No	
Technical School			Yes No	
College/ University			Yes No	
Post-Graduate Education			Yes No	

Other education, training, or special skills:

Continue on Page 3

WORK EXPERIENCE

Start with your present or last place of employment. You may include any verifiable work performed on a volunteer basis, internships, or military service.

Employer

Name _____ Address _____ Type of Business _____

Phone () _____ Dates Employed From ____/____/____ To ____/____/____

Job Title _____ Supervisor's Name _____

May we contact? Yes No

Reason for Leaving _____

Duties _____

Employer

Name _____ Address _____ Type of Business _____

Phone () _____ Dates Employed From ____/____/____ To ____/____/____

Job Title _____ Supervisor's Name _____

May we contact? Yes No

Reason for Leaving _____

Duties _____

Employer

Name _____ Address _____ Type of Business _____

Phone () _____ Dates Employed From ____/____/____ To ____/____/____

Job Title _____ Supervisor's Name _____

May we contact? Yes No

Reason for Leaving _____

Duties _____

REFERENCES

Please list the names of work-related references we may call. Individuals with no prior work experience may list school or volunteer related references.

NAME	POSITION	COMPANY	WORK RELATIONSHIP (i.e. supervisor, co-worker)	TELEPHONE #

Continue on Page 4

APPLICANT CERTIFICATION

I understand that neither this Application nor any communication by a Management Representative is intended to create or does create a contract of employment, offer or promise of employment. I acknowledge that if hired by the Company, employment is on an at-will basis. This means the Company is free to terminate my employment at any time, with or without cause or advance notice, in accordance with State Law, and acceptance of employment is not a contract of employment for any specified time. Similarly, I am free to terminate my employment with the Company at any time for any reason. This at-will provision may be modified or waived only in a written agreement signed by an authorized representative of the Company and me. I agree to conform to the rules and regulations of the Company and I understand that the Company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will.

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license and automobile liability insurance in an amount equal to the minimum required by the State of California. I also understand that the Company may obtain copies of my driving records from the Department of Motor Vehicles for purposes of underwriting and insurance and may use such information in determining whether to initiate or continue my employment with the Company. I hereby consent releasing such information to my Employer for the stated purpose.

If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, non-complete, and/or conflict of interest statement.

I certify that all the information on this application, my resume, or any supporting documents is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

I authorize the Company or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization form for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the Company or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the Company and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by this Company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States. I also understand this Company employs only individuals who are legally eligible to work in the United States

Applicant Signature: _____ Date: _____