

# Application for Employment



Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

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

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Mobile/Beeper/Other Phone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_\_

### Referral Source (Please check the appropriate category and name the source.)

- |  |   |
|--|---|
| <input type="checkbox"/> Walk-in _____           | <input type="checkbox"/> School _____                     |
| <input type="checkbox"/> Employee _____          | <input type="checkbox"/> Job Fair _____                   |
| <input type="checkbox"/> Advertisement _____     | <input type="checkbox"/> Staffing Agency _____            |
| <input type="checkbox"/> Company's Website _____ | <input type="checkbox"/> Government Employee Agency _____ |
| <input type="checkbox"/> Other Internet _____    | <input type="checkbox"/> Other _____                      |

If necessary, best time to call you at home is \_\_\_\_\_

May we contact you at work? .....  Yes  No

If yes, work number and best time to call:

\_\_\_\_\_

If you are under 18 and it is required, can you furnish a work permit? .....  Yes  No

If **no**, please explain \_\_\_\_\_

Have you submitted an application here before? .....  Yes  No

If **yes**, give date(s) and position(s)

Have you ever been employed here before? .....  Yes  No

If **yes**, give dates From \_\_\_\_\_ To \_\_\_\_\_

Are you legally eligible for employment in this country? .....  Yes  No

Date available for work \_\_\_\_\_

What is your desired salary range or hourly rate of pay?

\$ \_\_\_\_\_ Per \_\_\_\_\_

Type of employment desired:  Full-Time  Part-Time

Educational Co-Op  Seasonal  Temporary

Will you relocate if job requires it? .....  Yes  No

Will you travel if job requires it? .....  Yes  No

If they have been explained to you, are you able to meet the attendance requirements of the position? .....  N/A  Yes  No

Will you work overtime if required? .....  Yes  No

If **no**, please explain

Driver's license number required if driving may be required in the job for which you are applying:

\_\_\_\_\_ State \_\_\_\_\_

Have you ever been bonded? .....  Yes  No

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? .....  Yes  No

If **yes**, please provide date(s) and details

## Employment History

Starting with your most recent employer, provide the following information.

Employer \_\_\_\_\_ Telephone # \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Starting job title/final job title \_\_\_\_\_

Immediate supervisor and title

May we contact for reference?

(for most recent position held) \_\_\_\_\_

Yes  No  Later

Why did you leave? \_\_\_\_\_

Summarize the type of work performed and job responsibilities.

**Dates employed (MM/YY):** \_\_\_\_\_ to \_\_\_\_\_

Compensation (Starting):  Hourly  Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Commission/Bonus/Other Compensation \$ \_\_\_\_\_

What did you like most about your position?

Compensation (Ending):  Hourly  Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Commission/Bonus/Other Compensation \$ \_\_\_\_\_

What were the things you liked least about the position?

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Employer \_\_\_\_\_ Telephone # \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Starting job title/final job title \_\_\_\_\_

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Commission/Bonus/Other Compensation \$ \_\_\_\_\_

What did you like most about your position?

Compensation (Ending):  Hourly  Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Commission/Bonus/Other Compensation \$ \_\_\_\_\_

What were the things you liked least about the position?

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## Employment History (continued)

Starting with your most recent employer, provide the following information.

Employer \_\_\_\_\_ Telephone # \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Starting job title/final job title \_\_\_\_\_

Immediate supervisor and title \_\_\_\_\_ May we contact for reference?  
(for most recent position held) \_\_\_\_\_  Yes  No  Later

Why did you leave? \_\_\_\_\_

Summarize the type of work performed and job responsibilities.

**Dates employed (MM/YY):** \_\_\_\_\_ to \_\_\_\_\_

Compensation (Starting):  Hourly  Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Commission/Bonus/Other Compensation \$ \_\_\_\_\_  
\_\_\_\_\_

What did you like most about your position?

Compensation (Ending):  Hourly  Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Commission/Bonus/Other Compensation \$ \_\_\_\_\_  
\_\_\_\_\_

What were the things you liked least about the position?

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Employer \_\_\_\_\_ Telephone # \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Starting job title/final job title \_\_\_\_\_

Immediate supervisor and title \_\_\_\_\_ May we contact for reference?  
(for most recent position held) \_\_\_\_\_  Yes  No  Later

Why did you leave? \_\_\_\_\_

Summarize the type of work performed and job responsibilities.

**Dates employed (MM/YY):** \_\_\_\_\_ to \_\_\_\_\_

Compensation (Starting):  Hourly  Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Commission/Bonus/Other Compensation \$ \_\_\_\_\_  
\_\_\_\_\_

What did you like most about your position?

Compensation (Ending):  Hourly  Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Commission/Bonus/Other Compensation \$ \_\_\_\_\_  
\_\_\_\_\_

What were the things you liked least about the position?

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## Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed on previous page, have you ever been fired or asked to resign from a job?.....  Yes  No  
 If **yes**, please explain

## Skills and qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

**Computer Skills** (Check appropriate boxes. Include software titles and years of experience.)

<input type="checkbox"/> Word Processing _____	Years: _____	<input type="checkbox"/> Internet _____	Years: _____
<input type="checkbox"/> Spreadsheet _____	Years: _____	<input type="checkbox"/> Other _____	Years: _____
<input type="checkbox"/> Presentation _____	Years: _____	<input type="checkbox"/> Other _____	Years: _____
<input type="checkbox"/> E-mail _____	Years: _____	<input type="checkbox"/> Other _____	Years: _____

## Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

## References

List name and telephone number of three business/work references who are *not* relatives to you and are *not* previous supervisors.

If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known

## Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers?

Yes  No  Not Applicable

If yes, please explain:

Is there any other job-related information you want us to know about you?

## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for and specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make and assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless that are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's services, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand, and accept all terms of the foregoing Application Statement.

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

Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580.

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.**

**You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.

**You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report;
- You are the victim of identify theft and place a fraud alert in your file;
- Your file contains inaccurate information as a result of fraud;
- You are on public assistance;
- You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

**You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

**You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.

**Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

**Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

**Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer,

landlord, or other business. The FCRA specifies those with a valid need for access.

**You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).

**You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

**You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

**Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	<b>Federal Trade Commission: Consumer Response Center - FCRA</b> Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	<b>Office of the Comptroller of the Currency</b> Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	<b>Federal Reserve Board Division of Consumer &amp; Community Affairs</b> Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	<b>Office of Thrift Supervision</b> Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	<b>National Credit Union Administration</b> 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	<b>Federal Deposit Insurance Corporation</b> Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	<b>Department of Transportation</b> Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	<b>Department of Agriculture</b> Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

## **Lancer Financial Group and Subsidiaries**

### **Substance Abuse Policy for Applicants**

(For testing conducted in Alabama, Arizona, Florida, Georgia, Maryland, New Hampshire, New York, North Carolina, Ohio, Oregon, Pennsylvania, Tennessee, Texas, Washington)

#### **1.0 STATEMENT OF PURPOSE**

- 1.1 Lancer Financial Group and subsidiaries (“Company”), as an underwriter of property and casualty insurance is, firmly committed to ensuring a safe, healthy, productive and efficient work environment for our employees, customers and the public. The Company has a vital interest in ensuring a safe, healthy and efficient working environment and in preventing accidents and injuries resulting from the misuse of alcohol or drugs. The unlawful or improper presence or use of drugs or alcohol in the workplace presents a danger to everyone. For these reasons, the Company has established the following drug testing policy for applicants. Applicants who are hired will be subject to post-hire drug and alcohol testing, in accordance with the Company’s separate substance abuse policy for employees.
- 1.2 This policy applies to applicants for all positions with the Company, including managerial and supervisory positions and applicants who are minors and applying for summer, part-time or other positions with the Company.
- 1.3 Questions regarding the meaning or application of this policy should be directed to the Human Resources Department.
- 1.4 **This policy is not a contract of employment. If an applicant fails to comply with this policy, the applicant will be ineligible for employment.**

#### **2.0 REQUIRED PRE-EMPLOYMENT DRUG TESTING OF ALL APPLICANTS**

All applicants to whom the Company has given a conditional offer of employment are required to submit to a pre-employment drug test and must receive a negative result as a condition of employment. The test will be conducted prior to the first time the individual performs any job duties for or on behalf of the Company.

#### **3.0 DRUG TESTING PROCEDURES**

The Company's drug testing procedures comply with applicable state law. Except as may otherwise be required by the applicable state law, the Company's pre-employment drug test will be conducted using the Federal Procedures For Transportation Workplace Drug and Alcohol Testing Programs, 49 C.F.R. Part 40, as amended. The Company's procedures ensure the integrity, confidentiality and reliability of the testing process,

safeguard the validity of the test results and ensure that test results are attributed to the correct individual. The procedures also minimize the impact upon the privacy and dignity of applicants undergoing such tests. A summary of the applicable drug testing procedures is provided to applicants in a separate document as part of this policy. A copy of the federal procedures and any applicable state law is available for review in the Human Resources Department.

#### 4.0 **CONSEQUENCES FOR POLICY VIOLATIONS**

- 4.1 **Positive Test Results:** Any applicant who receives a confirmed positive drug test result will be ineligible for employment with the Company.
  
- 4.2 **Refusal to Submit:** Any applicant who refused to submit to a test will be ineligible for employment with the Company. The following conduct will be considered as refusing to submit to a test:
  - a. refusing to provide a urine sample, or failing to provide an adequate amount of a sample without a legitimate medical explanation;
  - b. refusing to complete the drug testing forms;
  - c. failing to report promptly to the collection site after notification of the test;
  - d. delaying the collection, testing or verification process; (v) adulterating or substituting a urine sample, or attempting to adulterate or substitute a sample; or
  - e. otherwise engaging in conduct that clearly obstructs the testing process.



## RECEIPT OF SUBSTANCE ABUSE POLICY FOR APPLICANTS

### APPLICANT'S CERTIFICATION:

I hereby acknowledge that I received a copy of the Lancer Financial Group and Subsidiaries (hereafter collectively referred to as the "Company") Substance Abuse Policy for applicants and summary of testing procedures on the date noted below. I acknowledge and agree that I am responsible for reading both the policy and testing procedures documents in full and complying with their requirements. I also understand that I will be ineligible for employment with the Company in the event my test result is positive, or I engage in conduct which constitutes a refusal to submit to the test as described in the policy. I have also been advised and understand that the Company will answer any questions which I may have regarding the policy or summary of procedures and that my questions should be addressed to the Human Resources Department. I also understand and acknowledge that by signing this receipt I am giving the Company my consent to submit to the Company's drug and alcohol tests under the terms and conditions described in the policy.

**I also understand that the Lancer Financial Group and Subsidiaries Substance Abuse Policy for Applicants is not a contract of employment and that if I am hired my employment will be as an employee at-will, which means that my employment can be terminated either by me or the Company at any time with or without cause and with or without notice.**

Prior to signing this Receipt, I read it carefully and had an opportunity to ask questions regarding its content.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(print name)