

Chandler (U.S.A.), Inc. et al Employment Application

Date:

Fill out this form, save it, then email it to jobs@naico.com

Personal Information

Name:

Address:

City: State/Province: Zip/Postal Code:

Home Phone: Cell Phone:

SS Number:

Are you legally eligible for employment in the United State? Yes No

Are you over the 18 years of age? Yes No (If not, employment is subject to verification of minimum legal age.)

Have you ever been employed by us? Yes No

If yes, please list starting and ending date?

Other names under which your records might appear:

Positions Desired: Salary Desired:

Apart from religious observance, what days are you available to work?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Full-Time Part-Time Full or Part-Time

Will you work overtime if asked? Yes No

When are you available to begin work?

Skills

Typing:

- Computer
 - Correspondence
 - Policy/Claim
 - Purchase Orders
 - Invoices
 - Proposals
 - Checks
- WPM

Software:

- Word
- Excel
- Powerpoint
- Lotus Notes

Secretarial

- General
- Administrative
- Executive
- Transcription

Accounting:

- A/R A/P
- General Ledger
- Trial Balance
- Bank Recs
- Credit/Collections
- Payroll
- Manual Computer

Office Skills/Equipment

- Proofreading
- Alpha
- Numeric
- Copier
- Fax Machine

Special Terminology:

- Legal
- Medical
- Financial
- Insurance
- Bilingual

Reception

- Multi-Line Phone
- # of Lines:
- Overhead Paging

Payroll System:

of People:

Other Skills:

Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School			
College, Business or Trade			
Professional School			
Other			

Previous Employment (list up to 3)

1.

Name of Employer:

Job Title: **Name of Last Supervisor:**

Dates of employment: **Salary:**

From: **To:** **From:** **To:**

Complete Address:

Phone #: **May we contact your employer:** Yes No

Reason for Leaving (be specific):
(Limited to 245 characters including spacing)

Primary Duties:
(Limited to 245 characters including spacing)

2.

Name of Employer:

Job Title: **Name of Last Supervisor:**

Dates of employment: **Salary:**

From: **To:** **From:** **To:**

Complete Address:

Phone #: **May we contact your employer:** Yes No

Reason for Leaving (be specific):
(Limited to 245 characters including spacing)

Primary Duties:
(Limited to 245 characters including spacing)

3.

Name of Employer:

Job Title: **Name of Last Supervisor:**

Dates of employment: **Salary:**

From: **To:** **From:** **To:**

Complete Address:

Phone #: **May we contact your employer:** Yes No

Reason for Leaving (be specific):
(Limited to 245 characters including spacing)

Primary Duties:
(Limited to 245 characters including spacing)

Please list 3 references other than relatives and previous employers

Name			
Position			
Company			
Telephone			

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

General Information

Have you applied for a job with us in the past? Yes No

If yes, please give the date and name used if different than present:

Do you have any commitments to another employer that might affect your employment here? : Yes No

If yes, please explain:

Have you ever been convicted of a felony, pled no contest or had a deferred sentence? (A "yes" answer may automatically disqualify you from a particular job. Consideration will be given to the type of seriousness of the crime, the frequency of violations, your age at the time of conviction, the date of conviction, and your entire work and educational history.) Yes No

If yes, please explain:

Comments:

Important

Please read the following paragraphs carefully and initial beside each before signing.

By my signature and initials placed below, I certify that the information provided in this employment application (and accompanying resume, if any) is true and complete. I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, if discovered at a later date. I agree to immediately notify the Company if I should be convicted of a felony or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.

Initials: _____

I understand that consideration for employment in this position is contingent upon the results of a reference and background check. I, therefore, authorize the Company to investigate all statements made on my application for employment and to discuss the results of its investigation with those responsible for hiring. I further authorize the Company to contact my former employer(s) and any listed references or other persons who can verify information. I give my consent for the former employer(s) and other contacted persons to respond to questions pertaining to information on this application. Also, I release from liability such former employer(s) or other persons contacted by providing information to the Company.

Initials: _____

I authorize any persons, schools, current employers and organizations named in this application to provide the Company with relevant information and opinions that may be useful to the Company in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

Initials: _____

I understand that this application does not create a contract of employment. I understand and agree that, if hired, my employment will be subject to the Employment-at-Will doctrine. This means that I may terminate my employment at any time, with or without notice and with or without cause, and the Company may terminate my employment at any time, with or without notice and with or without cause.

Initials: _____

Chandler (U.S.A), and its subsidiaries are equal opportunity employers. Applicants will receive consideration for employment without discrimination because of race, religious creed, color, ancestry, age, sex, disability, national origin, marital or veteran status.

Signature

Date

For Office Use Only

File Category	Date Entered	Response Type	By

Routed To: Supervisor/Department	For: Position	Date Routed	Entered