

CONCORDE GENERAL AGENCY, INC.

EMPLOYMENT APPLICATION



Concorde General Agency Inc. is an **Equal Opportunity Employer** and does not discriminate against applicants or employees on the basis of race, color, religion, gender, national origin, ancestry, age, marital and veteran status, qualified individuals with disabilities or any other legally protected status. Our work environment is Smoke Free.

APPLICANT INFORMATION			
Name: (Last, First, Middle)		If hired, are you able to provide proof of eligibility to work in the U.S.? (Y/N)	
Present Address:	City:	State:	ZIP:
Mobile Phone:	E-mail Address:		Home Phone:
How did you hear about this opportunity? Website Referral Newspaper Agency Other			
EMPLOYMENT DESIRED			
Position Applied For:		Full-time or Part-time?	Salary Desired:
Are you currently employed? (Y/N)		If so, may we contact your present employer: (Y/N)	
Have you applied to our company before? (Y/N) If yes, when did you apply?		Date available:	
EDUCATION HISTORY			
High School Name		Course of Study	
Address:		Graduated/GED	
College/University Name		Major	
Address:		Type of Degree	
Post Graduate/Other		Course of Study	
Address:		Major	
Additional Institution(s)		Course of Study	
Address:		Type of Degree	
ADDITIONAL EXPERIENCE, SKILLS AND QUALIFICATIONS applicable to position applying for:			
Licenses			
Awards/Certifications			
Training			
Other			

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EMPLOYMENT HISTORY (LIST BELOW LAST 3 EMPLOYERS, STARTING WITH MOST CURRENT EMPLOYER)

Name of Employer:	Telephone Number:
Address:	From (month/year):
Supervisor's Name: May we contact?	To (month/year):
Responsibilities:	

Name of Employer:	Telephone Number:
Address:	From (month/year):
Supervisor's Name: May we contact?	To (month/year):
Responsibilities:	

Name of Employer:	Telephone Number:
Address:	From (month/year):
Supervisor's Name: May we contact?	To (month/year):
Responsibilities:	

PROFESSIONAL REFERENCES: Please list three (co-workers, supervisors, or subordinates)

Name	Current Employer	Address	Daytime Phone	How known?

Are you able to perform the essential requirements of the job as you understand it?

_____ Yes _____ No

If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job?

_____ Yes _____ No

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PLEASE READ CAREFULLY BEFORE SIGNING:

"I certify that all facts contained in this application are true and complete. I acknowledge that Concorde General Agency, Inc. is relying on the accuracy of the information provided herein, and I authorize former employers, educational institutions, and credit agencies to release information concerning me to Concorde General Agency, Inc. I authorize Concorde General Agency, Inc. to perform pre-employment screenings, as well as future screenings deemed necessary once employed and I authorize Concorde General Agency, Inc. to give references 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 myself or Concorde General Agency, Inc. I also understand and agree that no one has authority to verbally promise me job security or continued employment (including the President of Concorde General Agency, Inc.) except as formally agreed upon within a written employment agreement signed by myself and two (2) Corporate Officers."

SIGNATURE OF APPLICANT

DATE

Concorde General Agency considers candidates for all positions on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability and any other legally protected status.