



ALPHA INSURERS

Protecting Your Good Things in Life

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APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, sex, and national origin, age, marital or veteran status, the presence of non job-related medical condition or Handicap or any other legally protected status

PERSONAL INFORMATION:

Name: _____ Date: _____
SS#: _____
Last First Middle

Physical Address: _____
Street City State Zip

Mailing Address: _____
Street City State Zip

Phone No: (H): _____; (W) _____; (Cell) _____; (Other) _____

Email Address: _____

Are you either a U.S. Citizen or an Alien Authorized to work in the United States? Yes _____ No _____

Are you 18 years or older? Yes _____ No _____

EMPLOYMENT DESIRED:

Position: _____ Start Date: _____ Minimal Salary Desired: \$ _____

Are you employed now? Yes _____ No _____ May we inquire of your present/past employer? Yes _____ No _____

Ever applied to this company before? Yes _____ No _____ If Yes, when? _____

Referred By: _____ (Family, Friends, Acquaintances, Advertisement)

EDUCATION:

	Name/Location of School	Yrs Attdd	Graduated?	Major/Degree
High School				
College				
Trade, Business, or Correspondence School				

FORMER EMPLOYER: (List below last three employers starting with the most recent first)

Month/Day/Year	Name/Address of Employer	Position	Salary	Reason for Leaving
From _____ To _____				
From _____ To _____				
From _____ To _____				

REFERENCES: (Give names of three persons unrelated to you, whom you have known at least 1 year)

Name	Company	Job Title	Contact Number

GENERAL:

Special Skills/Certificates Obtained/Special Subjects Studied or Completed: _____

Activities (Civic, Athletic, Hobbies, Etc.): _____

(Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color, or nation of origins of its members)

Are you in U.S. Military or Naval Service? Yes _____ No _____ Rank: _____

Are you Present Member in National Guard or Service? Yes _____ No _____

Are you intending to join U.S. Military, Naval or National Guard Service in near future? Yes _____ No _____

EMPLOYMENT HISTORY:

Have you ever been convicted of a felony within the last five (5) years? (Conviction will not necessarily disqualify an applicant from employment) Yes _____ No _____ If Yes, please explain: _____
Have you ever been disciplined or discharged for absenteeism, tardiness, failure to notify your employer when you were late or absent or for other attendance related reasons? Yes _____ No _____ If Yes, please explain: _____
Have you ever been disciplined or discharged for theft, unauthorized removal/use of employer or co-worker property or related reasons? Yes _____ No _____ If Yes, please explain: _____
Have you ever been disciplined or discharged for being under the influence or alcohol, illegal drugs in the workplace or for possession, sale or use of illegal drugs or alcohol in the work place? Yes _____ No _____ If Yes, please explain: _____
Have you ever been disciplined or discharged for insubordination: Yes _____ No _____ If Yes, please explain: _____
Have you ever been disciplined or discharged for violation of safety rules? Yes _____ No _____ If Yes, please explain: _____

APPLICANT'S STATEMENT

- I certify that the facts contained in this application are true and complete to the best of my knowledge. _____
- I understand that, if employed, falsified statements on this application shall be grounds for dismissal. _____
- I authorized investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have and release all parties from all liability for any damage that may result from furnishing same to you. _____
- I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause. _____
- I understand also, that I am required to abide by all rules and regulations of the employer. _____
- I hereby certify that the above data are true and correct and that any falsify or untruth contained therein shall be sufficient cause for my dismissal. _____

Applicant Signature

FOR COMPANY USE ONLY

Interviewed By: _____ Date: _____

(Rate 1-3 with 1 = Excellent, 2 = Good, 3 = Poor)

Customer Service _____; Communication _____; Writing/Typing _____; Sales/Mrktg _____; Multi-Task _____

Fast Learner _____; Detailed _____; Team Plyr _____; Comp Lit _____; Grphx/IT _____; Appearance _____

Remarks: _____

Own Car: _____; Position: _____; Dept: _____

Recommend Wage: \$ _____; Actual Wage: \$ _____; Work Start Date: _____

Approved By: _____; _____; _____; _____

Joseph Hsiao

Victor De Roca

Kathleen Hsiao

Jeffrey Hsiao

Lillian Hsiao