

To applicant: Your interest in employment with Inverso is appreciated. A clear understanding of your background and work experience will aid us in considering your application. Inverso is an affirmative action employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran of the Vietnam War status, or any other status protected by federal or applicable state laws.

Date: \_\_\_\_\_

**Personal**

Name (Last, First Middle) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail Address \_\_\_\_\_

Home Number \_\_\_\_\_ Work \_\_\_\_\_ Cellular \_\_\_\_\_

**General Information**

Position Applied For \_\_\_\_\_ Date Available \_\_\_\_\_

Salary Requirements \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

Are you a United States citizen or otherwise legally authorized to work in the United States?  Yes  No

Will you now or in the future require sponsorship or employment status (e.g., H-1B visa status)?  Yes  No

Do you currently or have you held a security clearance?  Yes  No

If yes, provide date, federal agency and level of clearance: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No If yes, explain. \_\_\_\_\_

Have you ever used any other legal name we should know of in order to verify information on this application?  Yes  No

If yes, provide name(s): \_\_\_\_\_

List any acquaintances or relatives employed by Inverso and their relationship to you. \_\_\_\_\_

Have you ever been employed by Inverso before?  Yes  No If yes, when? \_\_\_\_\_

Have you ever applied for employment with Inverso before?  Yes  No If yes, when? \_\_\_\_\_

How did you learn of the position? \_\_\_\_\_

**Specialized Skills**

What special skills, knowledge, talents, business licenses, or other job-related experiences do you have? Include scholastic honors, honorary societies, fellowships, professional memberships, etc.

**Educational Background**

	Name of School and Location	No. Years Completed	Did You Graduate?	Diploma or Degree	Major Field or Course of Study
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (Month/Year)		
College/University			<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (Month/Year)		
Graduate Program			<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (Month/Year)		
Other Education			<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (Month/Year)		

Additional Training, Courses, or Credentials

Do you plan to continue your education?  Yes  No      If so, when and in what fields?

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Are you capable of performing the essential functions of the job for which you have applied?  Yes  No  Other (Explain)

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**Military Service**

Branch of U.S. Military Service

Dates of Services	From	To	Rank or Rating Upon Discharge
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If duties were job-related, please describe:

**Employment Termination**

Have you ever been discharged or asked to resign from any position within the last 5 years?  Yes  No

Date	Name of Employer
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Employer Address

Reason

**Employment History**

Please list all positions, giving present or last position first (use the next page if necessary).

Employer's Name		May this employer be contacted at this time for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employers Address				
Your Job Title		Dates Worked:	From	To
Supervisor's Name and Title		Salary:	Starting	Ending
Reason for Leaving				

Employer's Name		May this employer be contacted at this time for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employers Address				
Your Job Title		Dates Worked:	From	To
Supervisor's Name and Title		Salary:	Starting	Ending
Reason for Leaving				

Employer's Name		May this employer be contacted at this time for a reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employers Address				
Your Job Title		Dates Worked:	From	To
Supervisor's Name and Title		Salary:	Starting	Ending
Reason for Leaving				

List additional employment history below. Account for all periods of unemployment in excess of three months.

**References**

List below four work references who are able to attest to your character, ability, and experience. For the relationship, please identify whether the reference was a supervisor, a direct report, or another co-worker.

Name	Relationship	Email Address	Telephone Number

This application is not a contract of employment between Insero and any person, nor does it give any person the right to continue in the employment of Insero for any specific period of time.

I understand that any employment will be subject to:

Satisfactory verification of all job qualifications, which may include academic credentials, licenses, professional designations, and credit, criminal, and employment history, and that Insero may obtain or have prepared a consumer report in this regards. I understand that upon written request, I will be informed of the name and address of the agency providing any consumer report that Insero may obtain.

I will provide satisfactory attestation and substantiating documentation that I am legally authorized to work in the United States in accordance with Immigration Reform and Control Act of 1986.

I authorize Insero, or its authorized agent, to contact any of my institutions, references, former employer(s), and/or anyone in order to verify the facts furnished regarding my background and qualifications. I hereby release Insero and any such person from liability or claims of any nature in connection with the furnishing of such information.

I agree that if employment is obtained under this application, I will comply with all policies and procedures of Insero. Furthermore, I understand that employment with Insero is at will for no definite period, and may be terminated by me or Insero at any time for any reason not specifically prohibited by law. I understand that no representative of Insero has the authority to make any assurances to the contrary except the CEO of Insero in a signed, written document.

I also understand that I will be terminated if I fail to make the required attestations or submit the necessary documentation according to the Immigration Reform and Control Act of 1986, or if it is determined that I am not authorized to work in the United States.

I certify that I have read the information and have answered all questions completely and accurately. Any misrepresentation of facts on the employment application is sufficient cause for rejection of my application or dismissal at any time during the period of employment.

Signature

Date

Insero is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, marital or veterans status, national origin, disability, obligation to serve the armed forces of the U.S., or any other characteristics by applicable federal, state or local laws. Reasonable accommodation will be made for qualified individuals with a disability, where such accommodations will not impose an undue hardship during the application process and on the job.