

# Mitchell, Reed & Schmitten INSURANCE, INC.

## Employment Application & Guidelines

We are pleased that you are interested in pursuing a career with Mitchell, Reed & Schmitten Insurance. As an equal opportunity employer, we provide employment opportunities to all persons without regard to race, color, religion, age, sex, marital status, national origin, disability, sexual orientation, gender, gender identity or veteran status.

Unsolicited applications will be accepted for Customer Service Representative positions. All other positions, when available, are listed on our website at [MRandSInsurance.com](http://MRandSInsurance.com) and/or in local newspapers.

Your completed application will be given every consideration; however, acceptance of the application does not imply a commitment for employment. This application for employment will remain active and kept on file for one year. Beyond that date applicants must submit a new application to be considered for employment.

- Complete this application in type or print, in blue or black ink.
- An application is required for all positions and must be complete. We will not accept resumes without a completed application attached. Substituting "see Resume" on any part of the application will indicate an incomplete application and will be rejected.
- Applications must list the position for which you are interested.
- Significant discrepancies or omissions discovered during the review process will result in the rejection of your application.
- You may submit your application to any of our offices or to:  
**Mitchell, Reed & Schmitten Insurance**  
**124 E Penny Road, Suite 101**  
**Wenatchee, WA 98801**
- If your application is selected for an initial interview, you will receive a phone call to arrange an appointment. Due to the heavy volume of applications received, we may not respond to all phone calls from applicants inquiring on the status of an application.
- Due to the nature of our business, a satisfactory credit history is required. All applicants selected for an interview will be asked to sign a form authorizing MR&S to review their credit history and criminal background check.



# Application for Employment

**Equal Opportunity Employer:** Mitchell, Reed & Schmitt provides equal employment and individual opportunity to all job applicants and employees without regard to race, color, creed, religion, national origin, ancestry, citizenship status, sex, sexual orientation, gender identity, marital status, age, veteran status, military status, or disability, which can be reasonably accommodated without undue hardship, genetic information, or any other characteristic protected by applicable federal, state or local laws.

We will endeavor to make a reasonable accommodation to the known physical or mental limitations of a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please let us know.

## PERSONAL INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First MI

Physical Address: \_\_\_\_\_  
Street City State

Mailing Address: \_\_\_\_\_  
Street City State

Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you legally authorized to work in the United States? **Yes**  **No**  (Employment will be contingent on providing proof of their identity and authorization for employment in the United States pursuant to the Immigration Reform and Control Act of 1986.)

Will you now or in the future need sponsorship to work in the U.S.? **Yes**  **No**

Have you been convicted of a crime? **Yes**  **No**

Please note that a criminal conviction or a pending criminal case will not necessarily result in an automatic disqualification from employment. The date(s), nature, seriousness of the offense, and rehabilitation will be considered. However, please be advised that Section 19 of the Federal Deposit Insurance Act states that without the written permission of the FDIC, no person who has been convicted of any criminal offense involving dishonesty or a breach of trust or money laundering may participate, directly or indirectly, in the conduct of the affairs of an insured bank.

If you have answered **yes**, to help us evaluate your application, please provide the date(s) of convictions, nature of the offense(s) for which you were convicted, the circumstances surrounding the commission of the offense(s), and any subsequent rehabilitation:

Have you ever been employed here previously? **Yes**  **No**  If yes, please complete:

Title Department From To

If related to anyone in our Company, State name and department: \_\_\_\_\_ Referred by: \_\_\_\_\_

**EMPLOYMENT DESIRED** Full Time  Part Time Temporary  Hours Available \_\_\_\_\_ To \_\_\_\_\_

Position desired Date you can start Salary desired

Are you employed now? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Have you ever applied to this company before? \_\_\_\_\_ Where \_\_\_\_\_ When \_\_\_\_\_

Summarize other special skills and qualifications related to the position for which you are applying.

What foreign languages do you speak fluently? \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_

Have you ever been known by any other name(s) that we may require to verify your education, former employment records, and criminal history as furnished in this application? If yes, identify name(s) \_\_\_\_\_

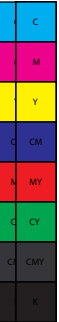


## EDUCATION:

	Name and Location of School	# of Years Attended	Degree
Grammar School			
High School			
College			
Other			

## FORMER EMPLOYERS: LIST LAST THREE STARTING WITH MOST RECENT.

Name	From	To
Address		
Starting Pay	Ending Pay	
Job Title	Duties	
Supervisor	May we contact?	Phone Number
Reason for leaving		
Name	From	To
Address		
Starting Pay	Ending Pay	
Job Title	Duties	
Supervisor	May we contact?	Phone Number
Reason for leaving		
Name	From	To
Address		
Starting Pay	Ending Pay	
Job Title	Duties	
Supervisor	May we contact?	Phone Number
Reason for leaving		



**REFERENCES:** GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

Name	Address	Phone Number	Business	Years Acquainted
1				
2				
3				

**Applicant's Statement**

I hereby certify that I have read and fully understand the questions asked in this application and that the answers given on this application (and accompanying documents, if any) are true and complete to the best of my knowledge. I also understand and agree that any misstatement, falsified information, or omission of any fact from or on this application or during any interview may disqualify me from further consideration from employment and/or may be considered justification for dismissal if discovered after an offer of employment has been extended or after I have been hired.

I hereby give consent to any and all prior employers of mine to provide information with regard to my employment with prior employers to MR&S.

I understand that nothing contained in this employment application is intended to lead or create an offer, employment contract or a guarantee of employment for a specific period of time between the MR&S, any subsidiary or an affiliate. I understand that any hiring decision is contingent upon my successful completion of all of MR&S's lawful pre-employment checks, which may include a criminal background check or a credit check. I agree to execute any consent forms necessary for MR&S to conduct its lawful pre-employment checks.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**OFFICIAL USE ONLY**

Date Received \_\_\_\_\_ By \_\_\_\_\_ Office \_\_\_\_\_

Disclosures Complete: Yes \_\_\_\_\_ No \_\_\_\_\_ Contact Date: \_\_\_\_\_

Interview Date: \_\_\_\_\_ Scheduled with: \_\_\_\_\_

Background Search Date: \_\_\_\_\_ Pass: \_\_\_\_\_ Fail: \_\_\_\_\_

Credit Report Date: \_\_\_\_\_ Pass: \_\_\_\_\_ Fail: \_\_\_\_\_

Accepted: \_\_\_\_\_ Start Date: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Rejected: \_\_\_\_\_ Reason: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

