

INSIGHTFUL RESOURCES

17111 North Beach Blvd., Suite 205, Huntington Beach, CA 92647

EMPLOYMENT APPLICATION

Insightful Resources is committed to the concept and practice of equal employment in hiring, employment and promotion decisions. Insightful Resources seeks to employ the best qualified employee without regard to race, color, religion, sex, age, national origin, ancestry, physical disability, mental disability or medical condition, veteran or marital status, sexual orientation or any other protected classes recognized by Federal or applicable State law.

Please print and provide all requested information. On the last page, initial each section and sign at the end.

PERSONAL INFORMATION

Date	Last Name	First Name	Middle Name	
All Other Names Used				
Cell Phone	Home Phone	Email Address		
Current Address	City	State	Zip Code	Dates
Permanent/Mailing Address (if different from above)	City	State	Zip Code	Dates
Prior Address	City	State	Zip Code	Dates
Prior Address	City	State	Zip Code	Dates
Prior Address	City	State	Zip Code	Dates

GENERAL INFORMATION

Position applying for:		Date you can start:	Desired compensation:
Licensed	Associate	If Licensed, for how many years?	If Associate, how many hours completed?

Work Availability (List hours available on each day below)

- In-Person
- Hybrid
- Remote

Sunday	Thursday
Monday	Friday
Tuesday	Saturday
Wednesday	

How did you learn about Insightful Resources or the position?

Why are you applying for work at Insightful Resources?

Have you ever applied to and/or worked for Insightful Resources?

If yes, when?

- Yes
- No

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If previously employed by Insightful Resources, reason for leaving:

Do you have any friends or relatives working for Insightful Resources?

If yes, state name(s) and relationship(s)

- Yes
- No

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If hired, can you present evidence of U.S. Citizenship or proof of legal right to live and work in the United States?

If hired, can you work overtime as needed from time to time?

- Yes
- No

- Yes
- No

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Are you at least 18 years old?

If hired, do you have reliable transportation to and from work?

- Yes
- No

- Yes
- No

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Languages in which you are able to communicate effectively, both verbally and in writing, that may be applicable to your job:

EDUCATION, TRAINING, EXPERIENCE AND INTERESTS

HIGH SCHOOL	Name		Address	
	City		State	Zip Code
	No. of Years Completed		Did you graduate?	Degree or Diploma

COLLEGE/UNIVERSITY	Name		Address	
	City		State	Zip Code
	No. of Years Completed		Did you graduate?	Degree or Diploma

VOCATIONAL OR OTHER BUSINESS SCHOOLS	Name		Address	
	City		State	Zip Code
	No. of Years Completed		Did you graduate?	Degree or Diploma

OTHER EDUCATION OR TRAINING	Name		Address	
	City		State	Zip Code
	No. of Years Completed		Did you graduate?	Degree or Diploma

CERTIFICATIONS LICENSES	Please list:
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SPECIAL TRAINING

Please list:

OTHER

Please list any other education, training, or activities you would like Insightful Resources to consider:

EMPLOYMENT HISTORY

Please complete, even if attaching a resume. List all current and past employment for the last ten years, starting with your most recent employer. In addition, account for all periods of unemployment in the last ten years.

May Insightful Resources contact your current employer at this time: Yes No

If not, please be advised that Insightful Resources will require consent as a mandatory condition of employment prior to or upon acceptance of a conditional offer of employment.

Name of Employer	Type of Business	Phone Number (include area code)	
Address	City	State	Zip Code
Dates of Employment:	Reason for Leaving:		
From: To:			
Name of Reference Contact:		Email	Phone Number
Your Position and Duties			

Name of Employer	Type of Business	Phone Number (include area code)	
Address	City	State	Zip Code
Dates of Employment:	Reason for Leaving:		
From: To:			
Name of Reference Contact:		Email	Phone Number
Your Position and Duties			

Name of Employer	Type of Business	Phone Number (include area code)	
Address	City	State	Zip Code
Dates of Employment:	Reason for Leaving:		
From: To:			
Name of Reference Contact:		Email	Phone Number
Your Position and Duties			

Attach additional pages(s) if necessary to include all present and past employment for at least the last ten years.

REFERENCES

Please provide three references, not related to you, who have knowledge of your work performance within the last five years.

Last Name	First Name	Email	Phone Number		
Address	City		State	Zip Code	
Occupation/Employer			Years Acquainted		
Relationship					
Personal	Business	Supervisor	Subordinate	Peer	Other

Last Name	First Name	Email	Phone Number		
Address	City		State	Zip Code	
Occupation/Employer			Years Acquainted		
Relationship					
Personal	Business	Supervisor	Subordinate	Peer	Other

Last Name	First Name	Email	Phone Number		
Address	City		State	Zip Code	
Occupation/Employer			Years Acquainted		
Relationship:					
Personal	Business	Supervisor	Subordinate	Peer	Other

ADDITIONAL INFORMATION

Please provide any additional information you would like Insightful Resources to consider:

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ACKNOWLEDGEMENT

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH, AND SIGN BELOW.

Initial	In an effort to consider all qualified candidates for employment, this Employment Application does not inquire about criminal convictions. I understand that if I continue to be considered for employment, I may be required to disclose criminal history information and to consent to a background check as a condition of employment. A criminal conviction may be relevant if job- related, but does not necessarily bar applicants from employment. Insightful Resources will also consider factors such as the nature of the crime, the time elapsed, and the nature of the job.
Initial	I hereby authorize Insightful Resources to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Insightful Resources any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Insightful Resources, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
Initial	I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
Initial	I understand that I have an affirmative duty to advise Insightful Resources if, at any time during the term of my employment, I become the subject of any criminal investigation or proceeding, or of any conviction, including a conviction based on a plea agreement, during the term of my employment.
Initial	I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between Insightful Resources and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Insightful Resources, and that no promises or representations contrary to the foregoing are binding on Insightful Resources unless made in writing and signed by me and Insightful Resources's designated representative.
Initial	If employed, and in consideration of my employment, I agree to conform to Insightful Resources's rules, policies and procedures as may be communicated to me.

Signature:	Print Name:	Date:
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