

Employment Application

An Equal Opportunity Employer

Instructions

Please read the instructions before completing the application. To be considered for employment you must complete all information as completely as possible even if you attach a resume. **Be sure to print clearly with a ballpoint pen.**

PERSONAL DATA

Name:

Last Name

First Name

Middle Initial

Current Address:

Number & Street

City

State

Zip Code

Home Phone:

Work Phone:

Cell Phone:

Alternate Phone:

Email Address: (List the most up to date email address that you have)

Are you subject to any agreements relating to your present or former employer? (If yes, include agreement) Yes No

If hired, can you show proof of your legal eligibility to work in the US? Yes No

Have you ever been employed by or applied to All Risks, Ltd.? Yes No

If yes, specify position(s), dates & locations _____

Are you at least 18 years of age? Yes No

BACKGROUND INFORMATION

In the last seven (7) years, have you been convicted of a crime other than a misdemeanor violation? Yes No
If yes, please explain: _____

(Conviction of a criminal offense does not automatically bar a person from employment with All Risks, Ltd. or LLC. Factors such as Federal, State, or Local Statutory requirements, the relationship of the offense as it relates to the job in question, the length of time since the offense and the seriousness and nature of the violation will be taken into account.)

POSITION INFORMATION

Desired Position: _____

Desired Location: _____

Desired Salary: _____

Available Start Date: _____

Position Type: Full-Time Part-Time Seasonal Temporary Contractor

REFERRAL SOURCE INFORMATION

How were you referred to All Risks, Ltd. or LLC? (Indicate the name of the Referral Source)

Advertisement _____ All Risks Employee _____
 College _____ Job Fair _____
 Employment Agency _____ Other _____

EDUCATION

If your degree was earned under a different name, indicate name:

Type of School	Name of School	Location of School (City & State)	Date Graduated	Type of Diploma or Degree	Major
High School					
College/University/Technical					
Graduate/Business School					

LICENSING

List any licenses and certificates that you currently possess.

License/Certification	Date Issued	State Issued In	Issuing Authority	Date Expires

TRAINING

List any training programs or courses you have attended. List course, date and institution (including military training):

Course Title	Date Completed	Granting Institution

EMPLOYMENT HISTORY

In the space provided below, give your employment history for the past ten (10) years or last three (3) employers. Begin with your present or most recent employer. Show all employment (even those with the same employer), including military, part-time, summer, volunteer work, and any periods of unemployment. An explanation of any period of unemployment should be included.

Name of Employer:				Name & Title of Manager:				
Address :	City		State	Job Title:				
Phone:				Job Duties:				
Dates Employed:	To		From	Salary:	Starting		Ending	
Reason for Leaving:				May we Contact?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
				Eligible for Re-Employment?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Name of Employer:				Name & Title of Manager:				
Address :	City		State	Job Title:				
Phone:				Job Duties:				
Dates Employed:	To		From	Salary:	Starting		Ending	
Reason for Leaving:				May we Contact?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
				Eligible for Re-Employment?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Name of Employer:				Name & Title of Manager:				
Address :	City		State	Job Title:				
Phone:				Job Duties:				
Dates Employed:	To		From	Salary:	Starting		Ending	
Reason for Leaving:				May we Contact?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
				Eligible for Re-Employment?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

PROFESSIONAL REFERENCES

List below the name of three work references with whom you have worked at least one year:

Name of Reference	Phone	Address	Company Worked At

List below the names of friends or relatives that have been or are currently employed by the company:

Name	Location	Relationship

CERTIFICATION – Please read carefully before signing

1. I certify that the information in this application for employment is accurate to the best of my knowledge and subject to verification by All Risks, Ltd. (the "Company"). I understand that deliberate falsification or omission of this information may result in refusal of employment or termination of my employment without notice by All Risks, Ltd.

I also understand and agree, if employed, that:

- No promises regarding employment have been made to me, and I understand that no such promises or guarantees are binding on the company unless made in writing and signed by an executive of the company.
- If employed, I agree to conform to the rules and regulations of All Risks, Ltd., its affiliates and subsidiaries (collectively, "the Company"). I understand that if hired I will be an at-will employee and my employment and compensation can be terminated with or without cause, and with or without notice, at the option of either the company or myself. I further understand that this employment application is not a contract of employment.
- All applicants who are "disabled" as defined in the Americans with Disabilities Act ("ADA") or in applicable state statutes are invited to inform All Risks, Ltd. of any reasonable accommodation(s) they may need in order to perform the essential functions of the position which they have applied.
- The Immigration Reform and Control Act of 1986 requires that every individual hired be authorized to work in the United States. I understand that if offered employment I will be required to present proper documentation of my work eligibility and identification.

2. During the application process and at any time during any subsequent employment, I hereby authorize All Risks, Ltd. to procure a Consumer Report, which I understand may include information about regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This report may be compiled with information from credit bureaus, court record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. This authorization and consent shall be valid in original, fax, or copy form.

3. I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

4. **UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.**

Signature (Your Signature indicates that you have read and understand items 1 through 4 above)

Date

All phases of employment at All Risks, Ltd. are based strictly upon the qualifications of the individual as related to the work requirements of the position. This policy is applied without regard to race, color, sex, marital status, creed, national origin, age, veteran status, sexual preference, disability, religion, or marital status.