

Application for Employment

Please Note: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

Name and Address

Name (First, MI, Last): _____ Social Security Number: _____
Address: _____ City, State, Zip: _____
Telephone: _____ Alternate Phone: _____
Email: _____ Are you at least 18 years or older? ☐ Yes ☐ No

Job Type

Position Desired: _____ Choose one: ☐ Full-time ☐ Part-time
Desired Salary: _____ Date Available to Start: _____
Shift available to work (choose all that apply): ☐ 1st ☐ 2nd ☐ Weekends ☐ Overtime

Additional Information

How did you hear about Wayne Mutual Insurance Company? _____
Have you ever worked for Wayne Mutual Insurance Company before? _____
Are you willing to travel? _____
Are you interested in continuing education? _____
Do you have authorization to work in the United States? _____

Education	Name and location of school	Years Completed	Degree Received	Subject studied/Major
High School				
College or University				
Trade, Business or Correspondence School				

Work Experience

Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary or resume

Company	Name of Last Supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone Number	Your Last Job Title	Reason for Leaving
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

May we contact this employer? ☐ Yes ☐ No

Work Experience

Company	Name of Last Supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone Number	Your Last Job Title	Reason for Leaving
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

May we contact this employer? ☐ Yes ☐ No

Company	Name of Last Supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone Number	Your Last Job Title	Reason for Leaving
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

May we contact this employer? ☐ Yes ☐ No

Any additional information that could help Wayne Mutual Insurance Company evaluate your application, including training, seminars, workshops, and special achievements or specialized skills: _____

References

Please include name, phone number, and circumstance of your acquaintance. Exclude relatives and former employers.

1.
2.
3.

Please read carefully before signing:

Wayne Mutual Insurance Company is an equal opportunity employer. Wayne Mutual Insurance Company does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any part of my consideration for employment establishes any obligation for Wayne Mutual Insurance Company to hire me. If I am hired, I understand that either Wayne Mutual Insurance Company or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Wayne Mutual Insurance Company has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Wayne Mutual Insurance Company true and complete information on this application. No requested information has been concealed. I understand that all information on this application is subject to verification. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Wayne Mutual Insurance Company may conduct a criminal background check and/or a pre-employment drug test on all applicants offered a position with the Company.

Signature

Date