

# Santa Rosa Insurance Agency LLC

Full Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Cell \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

E-Mail \_\_\_\_\_

Birthday \_\_\_\_\_

**Previous Work Experience (start with most recent)**

Job Title	From (mm/yy)	To (mm/yy)	Salary (per hour/year)	Benefits (vacation, health, PTO,...)	Hours per Week	Reason for Leaving	Supervisor's Name and Phone Number

May we have your permission to contact the above supervisors?  yes  no

Describe your duties and accomplishments in the above positions.

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**Educational Background**

Name of School	Address of School	From (mm/yyyy)	To (mm/yyyy)	Area of Study	G.P.A.

In regard to arriving on time to work, I am:  always on time  consistently on time  occasionally late  often late

Approximate Typing Speed \_\_\_\_\_ words per minute

Explain why you are interested in working at SR Ins. Agency.

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**Office Skills**

How would others describe your phone skills?	excellent	good	average	below average	poor
How would others describe your computer skills?	excellent	good	average	below average	poor
How would others describe your ability to get along with co-workers?	excellent	good	average	below average	poor
How would others describe your ability to get along with and take directions from your supervisors?	excellent	good	average	below average	poor

When would you be able to start working? \_\_\_\_\_

What is your availability to work? Specifically, how available are you Monday through Friday from 8:00 - 6:00?

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If hired, how long do you see yourself working at SR Ins. Agency? What future plans might lengthen or shorten your employment here?

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Is there anything else you feel would be helpful for us to know about you?

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