

Instructions for Completing the Applicant Forms Packet For Use In Edmond, Oklahoma

- | Complete, Sign and date the following forms that are included in this packet.
- | Contact your recruiter/hiring manager with any questions.

Form	Applicant Instructions
Application For Employment For Use In Edmond, Oklahoma (Rev. 05-31-18)	Complete the form and return the original to the recruiter/hiring manager. Note: All applicants must complete a detailed employment application even if your resume and reference information is available.

FOR HIRING AUTHORITY USE ONLY

(Rev. 5-16-2022)

Name of Insperity Client Company (if applicable and known)
How did you hear about the position for which you are applying?

EQUAL OPPORTUNITY EMPLOYER. It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based on a person's race (including hair texture and hairstyles), color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/ or intellectual disability, age, military status, veteran status (including protected veterans), marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/ AIDS related), genetic information, sexual orientation, or any other protected status. Insperity provides reasonable accommodations to individuals with disabilities applying for a position. If you need a reasonable accommodation for any part of the application and/ or hiring process, please contact 877-694-4737. You will be asked to provide the specifics of the assistance requested. For technical assistance please call 800-364-7770.

Insperity takes the security and privacy of sensitive information very seriously. For more information, please see our general practices on the collection, maintenance, disclosure, and sale of personal information in our Privacy Notice at [https:// www.insperity.com/ privacy-policy/](https://www.insperity.com/privacy-policy/).

— PLEASE TYPE OR PRINT IN INK —			Today's Date 5/ 16/ 2022	
First Name	MI	Last Name	Last 4 Digits of Social Security Number	
Current Mailing Address			How long at current address?	
City	County		State	ZIP Code
Daytime Telephone	Home Telephone	E-mail Address		
Position for which you are applying		Date available for work	What is your minimum salary requirement?	
Check the following options you would consider <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		If part-time, specify hours and days available		
Are you subject to any type of agreement with a current or former employer or entity that would restrict your ability to work at Insperity or the Client Company to which you have applied (e.g., non-compete, non-solicitation)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain and provide a copy of such agreement:				

EDUCATION & TRAINING

	SCHOOL NAME	CITY AND STATE	DEGREE/DIPLOMA MAJOR COURSE OF STUDY	DEGREE RECEIVED?
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
GED				<input type="checkbox"/> Yes <input type="checkbox"/> No
College*				<input type="checkbox"/> Yes <input type="checkbox"/> No
College*				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No

Indicate School and Last Name(s) Used at Time of Graduation

*** Only list colleges or universities accredited by the Department of Education (DOE). The DOE maintains a database of accredited institutions at [http:// ope.ed.gov/ accreditation](http://ope.ed.gov/accreditation). Only list high schools whose accreditation can be confirmed through the National Center for Education Statistics (NCES). The NCES maintains a database of public and private high schools at [https:// nces.ed.gov/ globallocator/](https://nces.ed.gov/globallocator/). It is your responsibility to verify accreditation.**

List course work undertaken or degree/diploma received from an unaccredited college, as well as any other education, training, special skills or certificates/licenses that you possess related to the job:

Professional License/Certification #	Professional License/Certification Type	Issuing Agency	State Issued	Exp. Date
Professional License/Certification #	Professional License/Certification Type	Issuing Agency	State Issued	Exp. Date

GENERAL INFORMATION

Applicant Name

EDUCATION & TRAINING (CONTINUED)

List any machines, equipment or software programs on which you are qualified and experienced in operating.	
List any languages that you speak fluently	List any languages that you read/write fluently
If you are applying for a position which involves driving a motor vehicle in the course and scope of the employment duties, please indicate whether you have a valid driver's license in this state. <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you are applying for a government contractor position, please specify whether you have a security clearance and what level the security clearance is:	
Can you, after employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you 16 years old or over? <input type="checkbox"/> No <input type="checkbox"/> Yes > Age <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 or over
Within the past 7 years, have you been employed, or are you currently employed by Insperity/Administaff or an Insperity/Administaff Client? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, give dates: From: (month/year) To: (month/year)
<i>Do not identify your marital status in your response.</i>	
Do you have any relatives currently working at Insperity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any relatives serving on the Board of Directors for Insperity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any relatives currently working at the client company to which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes to any of the above questions, please list the relative(s):	

EMPLOYMENT HISTORY (List all work experience beginning with the present or most recent job. You may also include any volunteer and/or military work.)

Name of Employer		Type of Business	
Address		City	State ZIP Code
Title		Type of Employment <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Supervisor Name		Supervisor Phone Number	Human Resource/Payroll Phone Number
May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed From (month/year)	Employed To (month/year)	
Brief Description of Duties		Reason for Leaving	
Name of Employer		Type of Business	
Address		City	State ZIP Code
Title		Type of Employment <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Supervisor Name		Supervisor Phone Number	Human Resource/Payroll Phone Number
May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed From (month/year)	Employed To (month/year)	
Brief Description of Duties		Reason for Leaving	

ADDITIONAL INFORMATION

Applicant Name

BUSINESS REFERENCES (List three individuals, in addition to listed employment references, known to you for at least three years):

NAME	OCCUPATION/ASSOCIATION	TELEPHONE	EMAIL ADDRESS

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, honors received, etc. You may omit all information that would indicate age, sex, sexual orientation, race, religion, color, national origin, disability, or any other protected class.

ADDITIONAL INFORMATIONApplicant Name **AGREEMENT (Please read the following statement carefully)**

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsification or significant omission of information requested in this application or in the application process may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize all persons listed above (and on the accompanying resume, if any) to give Insperity any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and Insperity, from liability for any damage that may result from furnishing same to Insperity.

If employed by Insperity and its client company, I agree to abide by the policies and procedures of Insperity and its client company, which include the Insperity Anti-Harassment Policy. I further understand that my employment can be terminated, with or without cause or notice, at any time, at the discretion of Insperity, the client company or myself. I further understand that no manager or representative of Insperity or its client company other than the president of Insperity has any authority to enter into any agreement, oral or written, on behalf of Insperity for a term of employment or to make any assurance or promise of continued employment.

DRUG TESTING: I understand and agree that, subject to applicable law, I may be required to take a drug and alcohol screening test. I also understand that if I test positive for the presence of drugs or alcohol, I will be ineligible for employment with the company.

FOR ARIZONA APPLICANTS: To the extent required by applicable law, a smoke-free workplace is maintained.

FOR CALIFORNIA APPLICANTS: I further understand that Insperity, its client company, and/or any employment service provider(s) may obtain public records about me as part of an internal background investigation and that I may waive my right to receive a copy of such public records by checking this box:

FOR MASSACHUSETTS APPLICANTS: Under Massachusetts law, it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties of civil liability.

FOR RHODE ISLAND APPLICANTS: The company is subject to chapters 29-38 of title 28 of the General Laws of Rhode Island and is, therefore, covered by the state's Workers' Compensation law.

SIGN AND DATE THE FORM

Applicant's Signature	Date Signed (mm/dd/yyyy)
Print Full Name	Last 4 Digits of Social Security Number

FOR MARYLAND APPLICANTS ONLY: 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.

Maryland Applicant's Signature	Date Signed (mm/dd/yyyy)
Print Full Name	Last 4 Digits of Social Security Number