

EMPLOYMENT APPLICATION

Please complete the entire application.

1. Employer Information

Employer: A Better Bail Bond and A Better Insurance Group
Address: 10024 Homestead Street
City/State/ZIP: Houston, Texas 77016
Telephone: 713-635-8400

It is the policy of A Better Bail Bond and A Better Insurance Group to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

2. Applicant Information

Applicant Full Name: _____
Home Address: _____
City/State/ZIP: _____
Number of years at this address: _____
Daytime phone: _____ Evening phone: _____
Mobile phone: _____
Social Security Number: _____
Driver's License (State/Number): _____

3. Emergency Contact

Who should be contacted if you are involved in an emergency?

Contact Name: _____
Relationship to you: _____
Address: _____
City/State/ZIP: _____
Daytime phone _____ Evening phone: _____

4. Job Position Applied For: _____
Full or Part Time? _____

5. Salary Desired \$ _____ per _____

6. Who referred you to our company? _____
Do you have any friends or relatives who work here? If yes, please list here:

7. Have you applied to our company previously? _____ Yes _____ No
If yes, when? _____
8. Are you at least 18 years old? _____ Yes _____ No
9. Are you willing to work any shift, including nights and weekends? _____ Yes _____ No
If no, please state any limitations:

10. If applicable, are you available to work overtime? _____ Yes _____ No
11. If you are offered employment, when would you be available to begin work?

12. If hired, are you able to submit proof that you are legally eligible for
employment in the United States? _____ Yes _____ No
13. Are you able to perform the essential functions of the job position you seek with
or without reasonable accommodation? _____ Yes _____ No

What reasonable accommodation, if any, would you request?

14. Have you ever been convicted of a felony or misdemeanor?

_____ Yes, I was convicted of _____ on _____
(date) in _____ (city), _____ (state)

_____ No

**THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC
BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF EMPLOYMENT.**

15. Applicant's Skills

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience, and circle the number which corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability.)

Ability or Skill	Years of Experience and Rating
<input type="checkbox"/> Typing_____	1 2 3 4 5
<input type="checkbox"/> Microsoft Office Suite (Word, Excel, etc.)_____	1 2 3 4 5
<input type="checkbox"/> Accounting/Bookkeeping_____	1 2 3 4 5
<input type="checkbox"/> Answering Telephones_____	1 2 3 4 5
<input type="checkbox"/> Filing_____	1 2 3 4 5
<input type="checkbox"/> Customer Service_____	1 2 3 4 5
<input type="checkbox"/> Management _____	1 2 3 4 5
<input type="checkbox"/> Problem Solving _____	1 2 3 4 5
<input type="checkbox"/> Runner _____	1 2 3 4 5
_____	1 2 3 4 5
_____	1 2 3 4 5

16. Applicant Employment History

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

17. Applicant's Education and Training

College/University Name and Address

Did you receive a degree? _____ Yes _____ No
If yes, degree(s) received: _____

High School/GED Name and Address

Did you receive a degree? _____ Yes _____ No

Other Training (graduate, technical, vocational):

Please indicate any current professional licenses or certifications that you hold:

Awards, Honors, Special Achievements:

Military Service:

_____ Yes _____ No

Branch: _____

Specialized Training: _____

18. References

List any two non-relatives who would be willing to provide a reference for you.

Name: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Relationship: _____

Name: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Relationship: _____

19. Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize A Better Bail Bond and A Better Insurance Group to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE

DATE