



Application For Employment
For Use In All Jurisdictions
(No Criminal History, No Salary History)

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.

— PLEASE TYPE OR PRINT IN INK —			Today's Date	
First Name	MI	Last Name	Last 4 Digits of Social Security No.	
Current Mailing Address			How long at current address?	
City	County	State	ZIP Code	
Daytime Telephone	Home Telephone	Email 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
Applicant Name _____

	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
Colleges*				<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 . It is your responsibility to verify accreditation.				
List coursework 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	Expiration Date
Professional License/Certification #	Professional License/Certification Type	Issuing Agency	State Issued	Expiration Date
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)		
Do not identify your marital status in your response.				
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 relatives:				

Employment History
Applicant Name _____

(List all work experience beginning with the present or most recent job. Insperity will contact all previous employers to verify your employment. Please list your current or most recent employer first and indicate whether you are currently employed in the boxes provided. Insperity will not contact your current employer without permission. You may also include any volunteer and/or military work. Use back of application, if necessary.)

CURRENT / MOST RECENT JOB	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		
PREVIOUS EMPLOYMENT	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		
PREVIOUS EMPLOYMENT	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		

Employment History (Continued)
Applicant Name _____

PREVIOUS EMPLOYMENT	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		
PREVIOUS EMPLOYMENT	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		
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	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 _____

Name	Occupation/Association	Telephone	Email Address
1.			
2.			
3.			

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 or disability or any other protected class.

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 and/or its client company 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 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 chapter 29-38 of title 28 of the General Laws of Rhode Island and is therefore covered by the state's Workers' Compensation Law.

Applicant's Signature	Date Signed (mm/dd/yyyy)
Print Full Name	Last 4 Digits of Social Security No.

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 No.



Authorization To Obtain Background Check

Copy A – Company Copy

Note: In order to conduct a background check, you must first provide applicant with the Disclosure Of Intent To Obtain Background Check to sign prior to having the applicant complete and sign this Authorization To Obtain Background Check.

Client Company Name (Legal Name)			
Note: Provide your full name as shown on your driver's license. This information is requested by Insperity Employment Screening to ensure the correct information is obtained from the related courts and agencies. Minnesota applicants: Do not provide your date of birth unless you have received a conditional offer of employment.			
First Name	Middle Name	Last Name	Social Security Number
Other Names(s) Used	Date of Birth (mm/dd/yyyy)	Driver's License Number	Driver's License State
Current Mailing Address			County
City		State	ZIP Code

Consistent with the written disclosure and Summary of Your Rights Under the Fair Credit Reporting Act provided to me, I consent to and authorize the procurement of a consumer and/or investigative consumer report ("Report") by Insperity* and the Client Company listed above, or any Client Company to which I may subsequently apply in the next 90 days as part of the pre-employment background investigation and if hired, at any time during my employment. Reports may include driving records, criminal records, education and employment verification, verification of professional licenses and/or certifications, and information from references. If I am seeking employment in a corporate position with Insperity, I also authorize Insperity to share the Report and/or the results of such Report with any customer to whom I may be assigned. Reports will be obtained from Insperity Employment Screening, 1300 Rollingbrook Street, Suite 300, Baytown, TX 77521, 800-364-7770. Internet address: insperity.com/services/employment-screening. Insperity Employment Screening's privacy policy is located at insperity.com/privacy-policy. Certain checks, including education and employment verifications and/or reference checks, may be conducted by third parties. I consent to responsive information being released to The Background Warehouse and Accurate Information Services.

Applicant Signature	Date Signed (mm/dd/yyyy)
Parent/Guardian Signature if Applicant is a Minor (under age of 18)	Date Signed (mm/dd/yyyy)

Arkansas, California, Minnesota and Oklahoma Applicants Only	To receive a free copy by regular mail of any consumer or investigative consumer report obtained, please indicate by checking this box. <input type="checkbox"/> To receive that report via email, please provide your email address: For CA applicants, a summary of the consumer rights provisions of California Civil Code Section 1786.22 is provided herewith.
Minnesota Applicants Only	You may make a written request to the consumer reporting agency for information on the nature and scope of a consumer report prepared.
Massachusetts and New Jersey Applicants Only	You have the right to have a copy of the investigative consumer report upon request.
New York Applicants Only	<input type="checkbox"/> By checking this box, I acknowledge receipt of a copy of Article 23-A of the New York Correction Law. Upon your request, you will be informed whether or not a consumer or investigative consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report. You further understand that you may review and receive a copy of any report by contacting the consumer reporting agency.
Washington (DC) Applicants Only	You have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.
California, Colorado, Connecticut, Illinois, Maryland, Nevada, New York City (NY), Oregon, Philadelphia, Vermont and Washington Applicants Only	<input type="checkbox"/> By checking this box, I understand and acknowledge that Insperity and/or Client Company will not obtain information about my credit worthiness, credit standing, or credit capacity unless the information is substantially job-related and the reasons for using the information are disclosed to me in writing, or the information is required by law.

Insperity refers to any of the Insperity entities, including its subsidiaries.



Authorization To Obtain Background Check

Copy B – Applicant Copy

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Client Company Name (Legal Name)			
Note: Provide your full name as shown on your driver's license. This information is requested by Insperity Employment Screening to ensure the correct information is obtained from the related courts and agencies. Minnesota applicants: Do not provide your date of birth unless you have received a conditional offer of employment.			
First Name	Middle Name	Last Name	Social Security Number
Other Names(s) Used	Date of Birth (mm/dd/yyyy)	Driver's License Number	Driver's License State
Current Mailing Address			County
City			State ZIP Code

Consistent with the written disclosure and Summary of Your Rights Under the Fair Credit Reporting Act provided to me, I consent to and authorize the procurement of a consumer and/or investigative consumer report ("Report") by Insperity* and the Client Company listed above, or any Client Company to which I may subsequently apply in the next 90 days as part of the pre-employment background investigation and if hired, at any time during my employment. Reports may include driving records, criminal records, education and employment verification, verification of professional licenses and/or certifications, and information from references. If I am seeking employment in a corporate position with Insperity, I also authorize Insperity to share the Report and/or the results of such Report with any customer to whom I may be assigned. Reports will be obtained from Insperity Employment Screening, 1300 Rollingbrook Street, Suite 300, Baytown, TX 77521, 800-364-7770. Internet address: insperity.com/services/employment-screening. Insperity Employment Screening's privacy policy is located at insperity.com/privacy-policy. Certain checks, including education and employment verifications and/or reference checks, may be conducted by third parties. I consent to responsive information being released to The Background Warehouse and Accurate Information Services.

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California, Colorado, Connecticut, Illinois, Maryland, Nevada, New York City (NY), Oregon, Philadelphia, Vermont and Washington Applicants Only	<input type="checkbox"/> By checking this box, I understand and acknowledge that Insperity and/or Client Company will not obtain information about my credit worthiness, credit standing, or credit capacity unless the information is substantially job-related and the reasons for using the information are disclosed to me in writing, or the information is required by law.	

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10383

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Page 2 of 2
(Rev. 09-25-17)



BRIDGETON ONIZED FEDERAL CREDIT UNION

339 Main Street • Cedarville, NJ 08311 (856) 692-4000 • Toll Free 888-896-4007

Dear Potential Applicant,

As a financial institution, Bridgeton Onized Federal Credit Union employees are required to be bonded. In order to determine employment eligibility, it is necessary to know:

(Please circle one)

Are you bondable? Yes No

If No, please explain the circumstances:

Have you ever had any bond coverage modified, rescinded or terminated? Yes No

Sincerely,

Bridgeton Onized FCU Management

Trust Your Bank...*For Generations*