

**Application for Employment**  
**Avery Insurance Agency, Inc.**  
**6330 N Center Dr,**  
**Building 13, Ste 140**  
**Norfolk VA 23502**

Name: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Are you legally eligible for employment in this country? \_\_\_\_\_

(Proof of US citizenship or immigration status will be required upon employment.)

Have you been convicted of a felony in the last seven (7) years? \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Wage Desired: \_\_\_\_\_

Date available for work: \_\_\_\_\_

**Employment History:**

Most recent or current employer: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Dates employed: \_\_\_\_\_ Wages: \_\_\_\_\_

Describe position duties: \_\_\_\_\_

\_\_\_\_\_  
Previous employer: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Dates employed: \_\_\_\_\_ Wages: \_\_\_\_\_

Describe position duties: \_\_\_\_\_

\_\_\_\_\_  
Previous employer: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Dates employed: \_\_\_\_\_ Wages: \_\_\_\_\_

Describe position duties: \_\_\_\_\_

**Education:**

High School: \_\_\_\_\_ Years Completed: \_\_\_\_\_

College: \_\_\_\_\_ Years Completed: \_\_\_\_\_

Describe your major areas of study \_\_\_\_\_  
\_\_\_\_\_

**Skills:**

Summarize your skills and qualifications for this position (office equipment, computer applications, etc.):

\_\_\_\_\_  
\_\_\_\_\_

List any additional information you would like for us to consider: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**References:**

Please list the name and telephone number of three individuals who are NOT related to you.

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Years Known: \_\_\_\_\_

Your signature below signifies that all information provided herein is true and accurate, to the best of your knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All potential employees are evaluated without regard to age, religion, race, color, national origin, sex, or any other protected status.