

# The Commerce Group, Inc.<sup>SM</sup>

## APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

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### PERSONAL INFORMATION

Date \_\_\_\_\_

Legal Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Are you at least 18 years of age?  Yes  No

If employed by The Commerce Group, Inc. (CGI) and under 18, can you furnish a Work Permit?  Yes  No

If related to anyone in our employ, state name(s), CGI company and department. \_\_\_\_\_

Are you a United States citizen?  Yes  No

If no, are you legally authorized to work in the United States?  Yes  No

Will CGI need to sponsor you for employment?  Yes  No

All offers of employment are conditioned upon the applicant's presentation of acceptable documents establishing his or her identity and his or her eligibility to work in the United States.

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### EMPLOYMENT DESIRED

Full Time  Part Time  Summer  Internship

Date you can start \_\_\_\_\_ Salary desired \_\_\_\_\_

Are you currently employed?  Yes  No

If yes, may we inquire of your present employer?  Yes  No

Have you ever applied to CGI before?  Yes  No If yes, when? \_\_\_\_\_

Have you ever been employed by CGI before?  Yes  No CGI Company \_\_\_\_\_

CGI Dates of Employment \_\_\_\_\_ CGI Position \_\_\_\_\_

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### MILITARY EXPERIENCE

Branch of Service \_\_\_\_\_ Special Training \_\_\_\_\_

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### EDUCATION

School	Name and Location of School	# of Years Completed	Degree Received	Specific Subjects Studied /Major
High School				
Trade, Business or Clerical School				
College and Graduate School				

**FORMER EMPLOYERS**

Start with your present or last job. Include military service assignments and any verified work performed on a volunteer basis. You need not include organization names which indicate race, color, religion, sex, sexual orientation, national origin, age, disability or any other protected status.

Employer/Address/Telephone Number	Dates Employed		Specific Work Performed
	From	To	
	Hourly Rate/Salary		
Employer/Address/Telephone Number	Starting	Finish	Specific Work Performed
	Hourly Rate/Salary		
	Starting	Finish	
Job Title			Specific Work Performed
Supervisor's Name/Title			
Reason for Leaving			
Employer/Address/Telephone Number	Dates Employed		Specific Work Performed
	From	To	
	Hourly Rate/Salary		
Employer/Address/Telephone Number	Starting	Finish	Specific Work Performed
	Hourly Rate/Salary		
	Starting	Finish	
Job Title			Specific Work Performed
Supervisor's Name/Title			
Reason for Leaving			
Employer/Address/Telephone Number	Dates Employed		Specific Work Performed
	From	To	
	Hourly Rate/Salary		
Employer/Address/Telephone Number	Starting	Finish	Specific Work Performed
	Hourly Rate/Salary		
	Starting	Finish	
Job Title			Specific Work Performed
Supervisor's Name/Title			
Reason for Leaving			

Have you ever been convicted of a felony?  Yes  No \_\_\_\_\_

Sealed Records Notice: An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" on the line above with respect to an inquiry herein relative to prior arrests, criminal court appearances, or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

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**FOR CALIFORNIA APPLICANTS**

Have you ever been convicted of a misdemeanor?  Yes  No

Note: Please do not include the following: (1) convictions for marijuana offenses that are more than two years old, (2) convictions that have been sealed, expunged or eradicated, or (3) any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed. A conviction is not an automatic bar to employment. Each case will be considered on its own merits.

If yes, please state the nature of the crime, when and where convicted and disposition of the case.

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California law requires the Company to disclose any “public record” obtained in the course of its investigation of your employment background. “Public record” is defined as records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment. Please state below whether you would like a copy of any “public record” obtained by the company. Please note that if the company decides not to hire you based on a “public record”, it is legally obligated to provide a copy of the “public record” to you regardless of whether you waive your right to receive the record.

I waive my right to receive any “public record” obtained by the company.  Yes  No

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**FOR ALL APPLICANTS**

18 U.S.C. Section 1033(e)(1)(A) makes it a felony crime for a person to engage or participate in the business of insurance if that person has ever been convicted of a state or federal felony crime involving dishonesty or a breach of trust, unless they secure the necessary written consent. Crimes involving dishonesty or breach of trust would include, but not be limited to, any offense constituting or involving; perjury; bribery; forgery; counterfeiting; false or misleading statements; deception; fraud; material misrepresentations or failure to disclose material facts; misuse, misapplication or misappropriation of anything of value held as a fiduciary, or anything of value of any public, private or charitable organization. **I certify that either (1) I have never been convicted of a felony crime involving dishonesty or breach of trust, or (2) that I have obtained the written consent of the Commissioner of Insurance in the state (s) where I will be engaging or participating in the business of insurance on behalf of The Commerce Group, Inc.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

By my signature below, I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for in this application or otherwise provided during the application process is cause for rejecting this application, withdrawing any outstanding offer of employment or dismissal. It is also my understanding that this employment application or the granting of an oral interview does not represent an offer or contract of employment or a promise of future employment or benefits by The Commerce Group, Inc. I understand and agree that if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time and for any reason or for no reason at all, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this company/organization.

I have read and understand the contents of this application and I certify that my answers are true and complete.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Applicants for employment are considered without regard to race, color, religion, sex, sexual orientation, marital status, veteran’s status, national origin, age, ancestry or disability. \*New York Human Rights Law also prohibits discrimination because of genetic predisposition or carrier status.

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**NOTICE TO APPLICANTS IN MASSACHUSETTS**

It is unlawful in MA 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 and civil liability.