

# **Instruction for Applying for Employment Positions with Insearch Corp- General Application**

## **Application Process for Non-CDL Drivers - (Preferred Method):**

- 1) Click the General Application button to download the employment application.
- 2) Save the employment application to your desktop (hit the Save As icon/PDF and click desktop).
- 3) Close the downloaded employment application.
- 4) Go to your desktop and open the just saved employment application by double clicking it.
- 5) Complete the employment application electronically.
- 6) Save completed employment application (again to desktop)
- 7) Create a new email to [employment@insearchcorp.com](mailto:employment@insearchcorp.com), attach the completed employment application by clicking the attach icon, click desktop, click the application, send application.

## **Application Process for CDL Drivers – (Alternative Method):**

- 1) Click the General Application button to download the employment application.
- 2) Print the employment application.
- 3) Legibly complete the entire employment application.
- 4) Transmit the completed application in one of the following ways:
  - a. Fax to 480-940-3338
  - b. Mail to 8845 S Hardy Dr., Tempe, AZ 85284
  - c. Hand deliver to the address above

# INSEARCH CORP.

## Contractors & Engineers

### EMPLOYMENT APPLICATION

**Directions:** Fill out all questions completely and accurately.  
Incomplete applications will not be processed.

**Note:** Applications will be kept active for 90 days.

This application form is intended for use in evaluating your qualifications for employment only. It is not an employment contract. All qualified applicants will receive consideration without regard to race, color, sex, religion, national origin, disability, veteran status, age, marital, status or any other protected group status.

#### PERSONAL INFORMATION:

Name	_____	Date	_____
Present Address	_____	City	_____ State _____ Zip _____
Permanent Address	_____	City	_____ State _____ Zip _____
Home Phone	_____	Cell Phone	_____ Email _____
SSN# (Last four Digits)	_____	Referral Source	_____ Age 18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Applied For: _____			

#### AVAILABILITY:

Are you legally eligible for employment in this country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever worked for INSEARCH CORP. before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when? _____	
Do you have friends or relatives working for INSEARCH CORP. ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who? _____	
Are you able to perform the essential functions of this job with or without accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a felony or served time in the past seven years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the date, city/state, and the charge: _____	
Will you work out of town in Arizona?	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Please note a conviction will not necessarily disqualify you from employment.*

#### EDUCATION

	Name/Location of School	Last Year Completed	Did you Graduate?	Subjects Studied & Degree(s) Received
High School				
College				
Trade/Tech. ADV. Degree				

#### EMPLOYMENT HISTORY:

*List below your last four employers, beginning with the most recent.*

Date (mm/yy)	Employer Name, Address, Telephone	Wage Rate (upon leaving)	Job Title/Duties	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

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