



# Robert E. Harris Insurance Agency

<http://www.reharris.com/>

3150 Bristol Street, Suite 200

Costa Mesa, CA 92626

Phone: 714-619-4480

Fax: 714-619-4481

License #0216736

We are looking to hire a part time person(20 hours per week +/-) . Benefits will be available once the new receptionist position becomes a 30 hours + per week job. Compensation subject to applicant's qualifications.

Would prefer an applicant who has an interest in making a career of insurance and is willing to begin with receptionist position. Applicant's desire to learn and be part of the team will be rewarded with advancement. Applicant will immediately be taught how to process certificates of insurance, including the function and meaning of all documents (certificate and endorsements). Applicant will be expected to process accurately and in a timely manner.

## How to apply:

Fill in the attached application form and send it to: [Rolf@reharris.com](mailto:Rolf@reharris.com)

If you have any questions, please contact:

Dr. Weili Lu or Leah Young at:

[CIS@fullerton.edu](mailto:CIS@fullerton.edu) or CALL 626-278-2045

[WWW.CENTERFORINSURANCESTUDIES.COM](http://WWW.CENTERFORINSURANCESTUDIES.COM)

## Is hiring for: Receptionist

### Job Description:

- ◇ Answering Phone, Transferring, Taking Messages
- ◇ Receiving & Announcing Visitors
- ◇ Parking Validation
- ◇ Mail:
  - ◇ Picking-up 'snail' mail (within building)
  - ◇ Date Stamping/Sorting
  - ◇ Distribution of mail
  - ◇ Outgoing mail
- ◇ Accessing & Emailing incoming Faxes to employees
- ◇ Ordering Office Supplies
- ◇ Processing Certificate of Insurance
- ◇ Obtain Documents from Insurance Carriers via Internet and distributing to applicable staff
- ◇ Miscellaneous duties



CENTER FOR INSURANCE STUDIES

# APPLICATION OF EMPLOYMENT

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

*Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.*

POSITION APPLYING FOR: \_\_\_\_\_

## PERSONAL INFORMATION

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Current Address:

Street and Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent Address (if different from above):

Street and Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:

Yes  No

If applicable, please list your visa type, visa # and expiration: \_\_\_\_\_

Have you ever been convicted of a crime in the past seven years (you are not obligated to disclose sealed or expunged criminal records)?  Yes  No

If you answered yes, please explain:

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

Have you ever served in the U.S. Military?  Yes  No

If yes, please provide the following information:

Branch of Service: \_\_\_\_\_ Rank at time of separation: \_\_\_\_\_

I served from \_\_\_\_\_ to \_\_\_\_\_.

Special Honors:

\_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**EMPLOYMENT HISTORY:**

**Present or Most Recent Employer**

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

Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title

Reasons for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prior Employer**

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

Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title

Reasons for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prior Employer**

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

Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**EDUCATION**

*High School*

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No    Attended from \_\_\_\_\_ to \_\_\_\_\_.

If you did not graduate, did you receive your GED?  Yes  No

Special honors or awards: \_\_\_\_\_

*Technical or Vocational School*

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No    Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree or Certification: \_\_\_\_\_    Specialty: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

*College or University*

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No    Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree: \_\_\_\_\_    Major: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

*College or University*

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No    Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree: \_\_\_\_\_    Major: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**POSITION INFORMATION:**

***Position Specifications***

Position Applying For: \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_

What hours are you willing to work? \_\_\_\_\_

Would you be able to work weekends?  Yes  No

Are you willing to travel for the job?  Yes  No

When would you be able to start? \_\_\_\_\_

Desired salary: \_\_\_\_\_ per \_\_\_\_\_

***Skills***

Please describe any skills you have in the following areas:

Computer:

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

Languages Spoken (other than English):

\_\_\_\_\_

Other:

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

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

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