Robert E. Harris Insurance Agency
http://www.reharris.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

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

If you have any questions, please contact:

Dr. Weili Lu or Leah Young at:

CIS@fullerton.edu or CALL 626-278-2045
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: ____________________________
**EMPLOYMENT HISTORY:**

### Present or Most Recent Employer

<table>
<thead>
<tr>
<th>Employer: __________________________</th>
<th>Address: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Position: _____________________</td>
<td>Salary: __________________________</td>
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<tr>
<td>Duties: ___________________________</td>
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<tr>
<td>Dates of Employment: ____________ to ____________</td>
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<tr>
<td>Supervisor: __________________________</td>
<td>__________________________</td>
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<td></td>
<td>Name __________________________</td>
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<td></td>
<td>Title __________________________</td>
</tr>
<tr>
<td>Reasons for Leaving: __________________________________________________________________</td>
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### Prior Employer

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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:
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 ________________