



## CSAC Excess Insurance Authority Employment Application

LAST NAME

FIRST NAME

MIDDLE

MAILING ADDRESS

CITY

STATE

ZIP

HOME PHONE

CELL PHONE

E-MAIL ADDRESS

WHEN ARE YOU AVAILABLE TO START WORKING?

ARE YOU A US CITIZEN?

HOW DID YOU HEAR ABOUT THIS POSITION?

DO YOU HAVE A VALID CALIFORNIA DRIVER LICENSE?

HAVE YOU EVER BEEN TERMINATED?

### EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL?

IF NOT, DO YOU POSSESS A GED OR EQUIVALENT?

INSTITUTION NAME	FIELD OF STUDY/DEGREE OBTAINED	DATE COMPLETED

### LIST BELOW VALID LICENSES, CERTIFICATES OR PROFESSIONAL OR VOCATIONAL COMPETENCE, OR MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS

LICENSE/CERTIFICATE	DATE OBTAINED	EXPIRATION DATE

**LIST ANY ADDITIONAL QUALIFICATIONS, TRAINING OR SKILLS THAT YOU FEEL MAKE YOU  
ESPECIALLY QUALIFIED FOR THIS POSITION.**

## EMPLOYMENT HISTORY

***PLEASE LIST YOUR PREVIOUS WORK EXPERIENCE. BEGIN WITH YOUR MOST RECENT JOB.***

FROM	TO	JOB TITLE
COMPANY NAME		SUPERVISOR
ADDRESS		SALARY EARNED
		\$
REASON FOR LEAVING		

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COMPANY NAME		SUPERVISOR
ADDRESS		SALARY EARNED
		\$
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		\$
REASON FOR LEAVING		

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COMPANY NAME		SUPERVISOR
ADDRESS		SALARY EARNED
		\$
REASON FOR LEAVING		

## REFERENCES

***BUSINESS REFERENCES ONLY***

REFERENCE	PHONE
JOB TITLE	HOW ACQUAINTED AND FOR HOW LONG

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1. DESCRIBE YOUR BACKGROUND AS IT RELATES TO INSURANCE, CLAIMS, FINANCE, UNDERWRITING AND/OR POOL ADMINISTRATION.

- 2. THIS POSITION REQUIRES THE ANALYSIS OF LARGE AMOUNTS OF DATA. DESCRIBE THE PERSONALITY TRAITS THAT YOU POSSESS THAT WOULD HELP YOU EXCEL AT THIS PART OF THE JOB.**

3. HAVE YOU HAD ANY EXPERIENCE WITH COST ALLOCATIONS OR RATE SETTING? IF SO, PLEASE DESCRIBE YOUR EXPERIENCE.

4. PLEASE DESCRIBE A WORK TEAM YOU HAVE BEEN A PART OF, AND HOW YOUR ROLE INTEGRATED VERTICALLY WITHIN THE TEAM AND ANY EXTERNAL PARTIES.

5. PLEASE DESCRIBE YOUR SKILLS AND PROFICIENCY USING MS OFFICE PRODUCTS SUCH AS EXCEL, WORD, POWERPOINT AND ACCESS. PLEASE PROVIDE EXAMPLES WHERE YOU HAVE USED KEY EXCEL FUNCTIONS SUCH AS PIVOT TABLES, (V/H) LOOKUPS, SUMIF'S, COUNTIF'S AND OTHER LOGICAL FUNCTIONS.

6. PLEASE TELL US WHY YOU WOULD LIKE TO WORK FOR CSAC EXCESS INSURANCE AUTHORITY AS THE SENIOR UNDERWRITING SPECIALIST AND WHY YOU FEEL YOU ARE A WELL-QUALIFIED CANDIDATE FOR THIS POSITION.

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## ACKNOWLEDGEMENT

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I certify, under penalty of perjury, that all of the above information is true and complete, and I understand that any misrepresentation, falsification or omission of information may result in the denial of employment or, if hired, may result in termination.

### **Authorization to release reemployment records and other information**

I authorize CSAC EIA to contact my former employers (*CSAC EIA will not contact my current employer without my consent*), references, and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools and personal references to give CSAC EIA (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have.

I acknowledge that I have read all of the above statements and that I understand them. In addition, the statements above supersede and replace any prior understandings or discussions I have with CSAC EIA and set forth the complete agreement between me and CSAC EIA regarding these matters.

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PRINT NAME

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SIGNATURE

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DATE