

Employee Instructions

- Complete the Employee Identification section and forward to your supervisor. *Any information relating to race, ethnicity and gender is collected to comply with federal regulations, which require certain recordkeeping and reporting requirements. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.* NOTE: Go to page 2 and 3 of this form and enter your Name and Social Security Number at the top of the page. Submit this form to your supervisor.

Supervisor Instructions

- Complete all of page 2 and 3 and the Employee Race/Ethnicity section on page 1 by visual observation if employee does not self-identify.
- Submitting Paperless: All employees follow system prompts to submit information to Insperity.
- Submitting Paper Forms:
 - Clients: Submit completed, signed form to your Insperity payroll specialist.
 - Insperity Corporate: Submit completed, signed form to Corporate Human Resources, MC-C1.3.10.
- Contact your Insperity payroll specialist with any questions regarding this form.

Employee Identification (Submit this form to your supervisor when completed.)			
Is your current or potential primary work location outside of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, what country _____			
Do you travel outside the United States for work-related purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Social Security Number	<input type="checkbox"/> Dr.	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary
First Name (As shown on your Social Security Card)	Preferred First Name		
Middle Name	Last Name (As shown on your Social Security Card)		
Home Mailing Address	City	State	ZIP Code
County of Home Address	Date of Birth (mm/dd/yyyy)		
	U.S.A.		
Home Phone Number	Home Fax Number	Home Cell Number	
Home Email Address			
Work Phone Number	Work Extension	Work Fax Number	Work Cell Number
Work Email Address			
Race/Ethnicity (Check ONE)			
<input type="checkbox"/> Hispanic or Latino		<input type="checkbox"/> Asian (not Hispanic or Latino)	
<input type="checkbox"/> White (not Hispanic or Latino)		<input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino)	
<input type="checkbox"/> Black or African American (not Hispanic or Latino)		<input type="checkbox"/> Two or more races (not Hispanic or Latino)	
<input type="checkbox"/> Native Hawaiian or other Pacific Islander (not Hispanic or Latino)			
Emergency Contact First Name	Emergency Contact Last Name	Relationship to Employee	
Emergency Contact Street Address		State	ZIP Code
Emergency Contact City	Country	Work Telephone Number	Home Telephone Number
Client Information			
Client Name		Client Number	

NOTE: Go to page 2 and 3 of this form and enter your Name and Social Security Number at the top of the page. Send this form to your supervisor.

GENERAL INFORMATION

Applicant Name

EDUCATION & TRAINING (CONTINUED)

List any machines, equipment or software programs on which you are qualified and experienced in operating.

List any languages that you speak fluently

List any languages that you read/write fluently

If you are applying for a position which involves driving a motor vehicle in the course and scope of the employment duties, please indicate whether you have a valid driver's license in this state. ☐ Yes ☐ No

If you are applying for a government contractor position, please specify whether you have a security clearance and what level the security clearance is:

Can you, after employment, submit verification of your legal right to work in the United States?

☐ Yes ☐ No

Are you 16 years old or over?

☐ No ☐ Yes > Age ☐ 16 ☐ 17 ☐ 18 or over

Within the past 7 years, have you been employed, or are you currently employed by Insperity/Administaff or an Insperity/Administaff Client?

☐ Yes ☐ No

If Yes, give dates:

From: (month/year) To: (month/year)

Do not identify your marital status in your response.

Do you have any relatives currently working at Insperity? ☐ Yes ☐ NoDo you have any relatives serving on the Board of Directors for Insperity? ☐ Yes ☐ NoDo you have any relatives currently working at the client company to which you are applying? ☐ Yes ☐ No

If Yes to any of the above questions, please list the relative(s):

EMPLOYMENT HISTORY (List all work experience beginning with the present or most recent job. You may also include any volunteer and/or military work.)

Name of Employer		Type of Business	
Address		City	State ZIP Code
Title		Type of Employment <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Supervisor Name		Supervisor Phone Number	Human Resource/Payroll Phone Number
May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed From (month/year)	Employed To (month/year)	
Brief Description of Duties		Reason for Leaving	
Name of Employer		Type of Business	
Address		City	State ZIP Code
Title		Type of Employment <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Supervisor Name		Supervisor Phone Number	Human Resource/Payroll Phone Number
May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed From (month/year)	Employed To (month/year)	
Brief Description of Duties		Reason for Leaving	

ADDITIONAL INFORMATIONApplicant Name **BUSINESS REFERENCES** (List three individuals, in addition to listed employment references, known to you for at least three years):

NAME	OCCUPATION/ASSOCIATION	TELEPHONE	EMAIL ADDRESS

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, honors received, etc. You may omit all information that would indicate age, sex, sexual orientation, race, religion, color, national origin, disability, or any other protected class.