

# ASSOCIATE APPLICATION

KINDLY FAX COMPLETED APPLICATION TO (631) 928-5706, OR  
EMAIL TO: MRJNY112@GMAIL.COM



515 Terryville Road,  
Port Jefferson Station, NY 11776

<b>OPPORTUNITY DESIRED:</b>		Referral Associate (RA) [ ] ; Production Associate (PA) [ ] ; Sales Associate (LA) [ ] ; Production Manager (PM) [ ] ; Independent Cost Reduction Associate (ICRA) [ ] ; Other Not Listed [ ] _____			
APPLICANT'S NAME					DATE OF BIRTH
ADDRESS					
HOME PHONE		CELL PHONE		EMAIL	PREFERRED WAY AND TIME TO BE CONTACTED
HOW DID YOU LEARN ABOUT THIS POSITION				DO YOU HAVE THE RIGHT TO WORK IN THE USA? _____ IF NOT PLEASE EXPLAIN YOUR STATUS HERE:	
EVER APPLIED TO MRJ USA BEFORE? [ ] YES [ ] NO		IF YES WHEN?	IF YES WHERE?	IF YES, WHAT WAS THE OUTCOME?	
<b>EDUCATION</b>	<b>NAME, CITY AND STATE</b>			<b>YEARS ATTENDED</b>	<b>DATE GRADUATED</b>
MILITARY SERVICE					
COLLEGE					
COLLEGE					
TECHNICAL SCHOOL					
HIGH SCHOOL					
OTHER					
<b>PROFESSIONAL CERTIFICATES &amp; LICENSES</b>					
TYPE OF LIC./CERT.	ISSUING AGENCY	EFFECTIVE DATE	EXPIRATION DATE	LICENSE NUMBER	SPECIALIZATION /AUTHORITIES
<b>EMPLOYMENT HISTORY (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH THE LAST ONE FIRST)</b>					
DATE	NAME AND ADDRESS OF EMPLOYER	SALARY/WAGE	POSITION HELD	REASON FOR LEAVING	
<b>REFERENCES -BELOW GIVE THE NAMES OF THREE REFERENCES, THAT ARE NOT FAMILY MEMBERS, WHO HAVE KNOWN YOU FOR AT LEAST ONE YEAR</b>					
NAME		ADDRESS	PHONE	LENGTH OF TIME KNOWN	
EVER BEEN CONVICTED OF A FELONY? _____ IF YES EXPLAIN:					
I AUTHORIZE INVESTIGATION OF ALL INFORMATION AND/OR STATEMENTS MADE IN THIS APPLICATION					
SIGNATURE:				DATE:	

## DEFINITIONS

### **PRODUCTION MANAGER (PM)**

The primary role of the PM is to recruit new Associates (RAs, BAs, LAs, IAs ...) and to help them achieve the fullest potential that their ability, **MRJ** and the industry can offer. Thus, a proven track record of recruiting, retaining and making successful producers out of new and inexperienced individuals through the transference of actual experience is essential. Strong communication skills, leadership skills and organizational skills; and knowledge of the insurance, risk management, banking or financial services industry is also essential.

### **BROKER APPRENTICE / INTERN (BA)**

The Broker Apprentice is an entry level candidate, or intern, who wishes to aspire to our Production Associate, Sales Associate or Program Management position.

The ideal candidate may be a recent college graduate who is pursuing a career in the finance, investment, accounting, marketing, human resource, business development, insurance or financial services industry. A generous stipend, on-the-job training, licensing assistance, product knowledge and an opportunity for rapid advancement will be provided. Prior experience with internet and web-based marketing are essential.

### **PRODUCTION ASSOCIATE (PA)**

Production Associates shall have the primary responsibility for providing technical and logistical support to our field associates (RAs and LA); maintain a working relationship and act as liaison between MRJ and our affiliates-carriers on matters concerning underwriting, compliance, product knowledge ... etc.

Ideal candidate must be able to work independently, have at least 2 years experience in setting up appointments within a bookkeeping, accounting or insurance agency environment; must not be intimidated by making phone calls; be computer literate, with some knowledge of web-based marketing and social media.

PA duties include:

- Following-up with clients, RAs and SAs via phone, field, mail, fax, web, print media...
- Building and maintain client database using MS Outlook and Access
- Setting-up appointments and follow-up
- Developing proposals and quotations
- Binding insurance and financial service contracts
- Other administrative functions as needed

We provide ongoing training, licensing assistance and product knowledge to qualified candidates, as well as opportunities to rapidly advance, enhance professional skills and to magnify your income accordingly.

### **REFERRAL ASSOCIATES (RAs)**

RAs are highly motivated individuals who would like to earn as much as their talent and hard work would allow, while working at their own pace and within their very own community. Anyone can be a successful RA by simply making referrals. All you need are good communication skills and the desire to succeed. As a Referral Associate, you would agree to act as a non-exclusive intermediary to locate qualified businesses and individuals ("Prospects") that may desire one or more of the services we provide. However, RAs are expressly prohibited from making any offers or representations about the products and services we offer.

### **LICENSED ASSOCIATES (SAs):**

SAs are career-oriented individuals and professional service businesses that are licensed by the appropriate authority and appointed by our carriers through MRJ USA to sell one or more of the products and services we offer. SAs are paid on a commission basis (a percentage of their current and prior production as defined by the terms and conditions of our SA Agreement).