



## HUMAN RESOURCES INQUIRY FORM

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Complete all required fields marked with an asterisk (\*).

### 1 REQUESTER INFORMATION

1. What is your full legal name? \*

2. Which description best fits your relationship to AMCG LLC? \*

- ☐ Job applicant    ☐ Current employee    ☐ Former employee    ☐ Contractor    ☐ Vendor / partner
- ☐ Other

3. What organization, department, or business unit is involved?

Your current title or role

4. What is your email address? \*

What is your telephone number? \*

5. What is your mailing address?

6. How should Human Resources contact you? \*

- ☐ Email    ☐ Telephone    ☐ Either

Please retain a copy of this form and all submitted materials.



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Identify the HR matter and provide the information needed for review.

### 2 HUMAN RESOURCES INQUIRY

7. What type of request or inquiry are you submitting? \*

- ☐ Career / employment    ☐ Application status    ☐ Interview / scheduling    ☐ Offer / onboarding
- ☐ Employment verification    ☐ Benefits / payroll    ☐ Leave / accommodation    ☐ Workplace matter
- ☐ Policy / records    ☐ Other

8. What position, job posting, department, or employment matter does this concern? \*

9. If applicable, provide the job posting or requisition reference number.

Relevant work location

10. Please explain your request, question, or concern in detail. \*

11. Identify important dates, deadlines, interviews, notices, or scheduled events.

12. Who have you already contacted about this matter, and what response did you receive?



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Provide role-specific information and state the assistance requested.

### 3 EMPLOYMENT AND PROFESSIONAL INFORMATION

13. Which employment category applies to the position or relationship?

☐ Full-time ☐ Part-time ☐ Contract ☐ Temporary ☐ Internship ☐ Not applicable

14. What is your desired work location? \*

☐ New York, NY ☐ Hartford, CT ☐ Mumbai, India ☐ Hong Kong, China ☐ Tokyo, Japan  
☐ Dubai, UAE ☐ Paris, France ☐ Remote / hybrid ☐ Other

15. Provide the application date and stage, or department, work location, and service dates.

16. Summarize qualifications, experience, certifications, or other relevant background.

17. What outcome, response, document, or assistance are you requesting? \*

18. Preferred start date or availability

Best times for follow-up



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Identify supporting materials, review the privacy notice, and sign the form.

### 4 SUPPORTING MATERIALS AND CERTIFICATION

19. Which supporting materials are included or available?

- ☐ Resume / CV    ☐ Cover letter    ☐ Job posting    ☐ Correspondence    ☐ Authorization
- ☐ Policy / benefits document    ☐ Other

20. List or describe the files and supporting documents provided.

21. Does this matter involve medical, payroll, identity, banking, or other sensitive records? \*

- ☐ Yes    ☐ No    If yes, do not include the records; HR can provide a secure submission method.

#### PRIVACY AND SUBMISSION NOTICE

Do not include Social Security numbers, banking details, passwords, identity documents, medical records, or other highly sensitive information on this general form. Submission does not create an employment offer, contract, benefits entitlement, or guarantee of action or response. AMCG LLC may review, route, and respond to the inquiry as appropriate.

- ☐ I certify that the information provided is accurate and authorize AMCG LLC to review this inquiry and contact me.

Printed name \*

Signature \*

Date \*

### SUBMISSION INSTRUCTIONS

**PLEASE PRINT, SIGN, AND DATE THIS FORM BEFORE SENDING.**  
**APPLICANTS MUST EMAIL BOTH A RESUME AND COVER LETTER FOR THE DESIRED POSITION.**

**Address to** Chief of Human Resources, AMCG LLC  
**Mail to** 330 West 34th Street, New York, NY 10001  
**Email** [info@amcg-llc.com](mailto:info@amcg-llc.com)