



Application for employment

How did you learn about us?

Date of Application

Last Name

First Name

Middle Name

Address

City

State

Zip Code

Home Telephone Number

Cell Phone

Email Address

Soc Sec #

Have you ever filed an application with us before?

_____ *yes*

_____ *no*

If yes, give dates _____

Are you currently employed?

_____ *yes*

_____ *no*

On what day are you available to start working here?

You are applying to work: _____ *full time* _____ *part time*

How many hours a week are you available to work?

Are you available to work one day each weekend?

_____ *yes*

_____ *no*

Are you available to work holidays?

_____ *yes*

_____ *no*

Desired hourly rate: _____

Please feel free to share any comments regarding your salary expectations/requirements below:

Education

	Name & Address of School	Course of Study	Years Completed	Diploma Earned
High School				
College				

Skills

Indicate any foreign languages you can speak, read and/or write:

Do you type? ____ Yes ____ No Words per minute? _____ Accuracy? _____

Are there any other skills you feel might be beneficial to this job?:

Availability

<u>Availability</u>		<u>School Schedule</u>	
Monday	_____ to _____	Monday	_____ to _____
Tuesday	_____ to _____	Tuesday	_____ to _____
Wednesday	_____ to _____	Wednesday	_____ to _____
Thursday	_____ to _____	Thursday	_____ to _____
Friday	_____ to _____	Friday	_____ to _____
Saturday	_____ to _____	Saturday	_____ to _____
Sunday	_____ to _____	Sunday	_____ to _____

Are you willing and able to work holidays? ____ Yes ____ No

Can you work the 11pm to 7am shift if asked? ____ Yes ____ No

Note: Although we try to schedule employees with set hours after training, things can change (ie: call volume, staffing, etc.) With this being said, applicant must be able to be flexible in hours. Every employee is expected to work at least one weekend day per week and holidays as well as assisting in the coverage of co-workers vacations and call ins.

I understand and agree to the above mentioned note regarding scheduling:

Please sign here _____

Employment Experience

Employer		Dates Employed From To		Work Performed
Address				
Telephone Number				
Job Title	Supervisor	Salary Starting Final		
Reason for Leaving				

Employer		Dates Employed From To		Work Performed
Address				
Telephone Number				
Job Title	Supervisor	Salary Starting Final		
Reason for Leaving				

Employer		Dates Employed From To		Work Performed
Address				
Telephone Number				
Job Title	Supervisor	Salary Starting Final		
Reason for Leaving				

References

Name		Telephone Number		
Address		City	State	Zip Code
Name		Telephone Number		
Address		City	State	Zip Code
Name		Telephone Number		
Address		City	State	Zip Code

Company Core Values

Below is a list of our core values which we strive to achieve each and every day. Please read each one and then pick one that means something to you, whether personal or professional. In your own words, tell us why you picked it and give an example of how you use it in your life.

- We continually strive for excellence in all that we do
- In order to maintain our integrity, we require complete honesty
- On a day to day basis, we go to extraordinary lengths to satisfy our clients. We strive to meet or exceed their expectations on each and every call we receive
- We work as a team and communicate openly
- We respect ourselves, each other, our callers and our clients
- We require accountability to one self, co-workers and to the company
- Our employees strive towards improvement and to the expansion of the company as a whole
- When making decisions we consider what is fair to the client, staff and company as a whole

Company Culture

The shared values and practices of the company and it's employees is considered the company's culture. This includes things such as the company's mission, ethics, expectations, goals and work environment. Some cultures are team-based with employee participation on all levels, while other have a more traditional and formal management style.

What is important to you about a company's culture?

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at anytime and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I also understand that Ansercall24 llc considers all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

In the event of employment, I understand that false or misleading information given in my application of interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Typing Results: ____ WPM ____ Errors Interviewed by: _____

Employed ____ Yes ____ No Start Date: _____ Shift Hired for: _____

____ Part Time ____ Full Time Starting Rate: _____ Position Hired for: _____

NOTES
