

PHONE WARE®

YOUR CALL CENTER SOLUTION.

Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources

Please Print

Position(s) applied for _____ Date of Application _____

Referral Source: Newspaper Ad Employee Relative Government Employment Agency
 Walk-in Private Employment Agency Other _____

Name: _____
 Last First Middle

Address: _____
 Street City State Zip Code

Home #: () - - Other #: () - - SSN#: _____

If necessary please indicate best-time to be reached at home..... am/pm _____

May we contact you at work?..... Yes No

If yes, please provide work number and best time to call..... () - - am/pm _____

If you are under 18, can you furnish a work permit?..... Yes No

If no, Please explain _____

Have you ever filed an application with Phone Ware Inc. before? Yes No

If yes, give date..... / /

Have you ever been employed by Phone Ware Inc. before?..... Yes No

If yes, give dates..... From / / To / /

Are you legally entitled to work in the United States?..... Yes No

Date available to work..... / /

Type of employment desired Full Time Part Time Temporary Seasonal Educational CO-OP

Will you relocate if job requires it?..... Yes No

Will you travel if job requires it?..... Yes No

Are you able to meet the attendance requirements of the position?..... Yes No

Do you know any reason why you cannot perform the essential functions of the job for which you are applying with or without reasonable accommodations?..... Yes No
 Explain: _____

Will you work overtime if required?..... Yes No

If no, please explain: _____

Have you ever been bonded?..... Yes No

Have you ever been convicted of a criminal offense?..... Yes No
 (Such conviction may be relevant if job related, but does not bar you from employment.)

If yes, please explain: _____

Driver's license number (if required by job) _____ State _____

EMPLOYMENT HISTORY

List your past employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below. Attach separate sheet if necessary.

EMPLOYER	TELEPHONE () -	DATES EMPLOYED FROM / TO	SUMMARIZE THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		/	
JOB TITLE		HOURLY RATE/SALARY STARTING	
IMMEDIATE SUPERVISOR AND TITLE		\$ PER	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL	
MAY WE CONTACT FOR REFERENCE YES NO LATER		\$ PER	
EMPLOYER	TELEPHONE () -	DATES EMPLOYED FROM / TO	SUMMARIZE THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		/	
JOB TITLE		HOURLY RATE/SALARY STARTING	
IMMEDIATE SUPERVISOR AND TITLE		\$ PER	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL	
MAY WE CONTACT FOR REFERENCE YES NO LATER		\$ PER	
EMPLOYER	TELEPHONE () -	DATES EMPLOYED FROM / TO	SUMMARIZE THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		/	
JOB TITLE		HOURLY RATE/SALARY STARTING	
IMMEDIATE SUPERVISOR AND TITLE		\$ PER	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL	
MAY WE CONTACT FOR REFERENCE YES NO LATER		\$ PER	
EMPLOYER	TELEPHONE () -	DATES EMPLOYED FROM / TO	SUMMARIZE THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		/	
JOB TITLE		HOURLY RATE/SALARY STARTING	
IMMEDIATE SUPERVISOR AND TITLE		\$ PER	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL	
MAY WE CONTACT FOR REFERENCE YES NO LATER		\$ PER	

COMMENTS (INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT)

SKILLS AND QUALIFICATIONS: Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with Phone Ware Inc..

EDUCATIONAL BACKGROUND

List last three (3) schools attended, starting with most recent.

School	No. of Years Completed	Degree / Diploma	GPA / Class Rank	Major	Minor

List any foreign languages(s) and check the box that best describes your skill level.

Language	Read & Write	Read & Speak	Read Only	Speak Only

REFERENCES

List names and phone number of two business/work references and one personal reference. All references should not be related to you and not be previous supervisors.

NAME	PHONE NUMBER	YEARS KNOWN
	() -	
	() -	
	() -	

List professional, trade, business or civic associations and any offices held. (You may exclude information which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.)

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, and awards. (You may exclude information which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.)

List any additional information you would like us to consider.

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ If Hired, in consideration of my employment, I agree that my employment is "at will," which means that my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the Company or myself. If hired, I will receive a copy of the Phone Ware Handbook and agree to read it fully. I understand that, if I am hired, the "at will" nature of my employment may only be changed by a written agreement signed by me and the President of the Company.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

_____ I understand that I will be required to produce a urine sample, for the purpose of laboratory analysis for the presence of drugs, at the time of the pre-employment physical or at some other time as designated by the Company.

I further understand that if I refuse to produce a sample of urine for drug screening purposes or if I produce a urine sample which tests positive for the presence of drugs in confirmation laboratory tests, that I will not be hired.

I understand that I will have the opportunity to disclose that I have taken certain prescription drugs or over-the-counter medications which may be revealed in drug screening through urinalysis and that such information may be taken into consideration in the test taking process.

I acknowledge that I have read and understand the above paragraphs relating to drug screening through urine analysis. As indicated by signature below, I hereby voluntarily consent to produce a sample of urine for the purpose of drug screening when requested to do so.

Applicant's Signature: _____

Date: _____



*****Manager's Use Only*****

Interview Checklist



- 1. Review application
- 2. Have you ever been convicted of a criminal offense?
" _____ "
- 3. Will you have a "clean" drug screen?
" _____ "
- 4. "Sell the Product" (Ask candidate to pitch you a product)
- 5. Explanation of Weekly Bonus and Commission
- 6. Explanation of Training Hours
- 7. Explanation of Regular Work Hours
- 8. Upward Mobility, Management Opportunities, Benefits, Rolling Over
- 9. Tardy and Absentee Policy – NO UNEXCUSED ABSENCES WITHIN 90 DAYS
- 10. Dress Code – No jeans Monday-Thursday (ONLY FRIDAY) (NO BARE MIDRIFS)
- 11. 2 Forms of ID – Please fill out paperwork before leaving today (only if Direct Hire)
- 12. Parking – "You will be towed" – Parking map (given to candidate by the Receptionist)
- 13. **NO EATING IN THE CALL CENTER, DRINKS MUST BE KEPT IN A SPILL PROOF CONTAINER**
- 14. **Zero Tolerance Policy – Drug and Alcohol Use Prohibited (Grounds for DISMISSAL)**
"Probable Cause" – We can take you for drug testing across the street
- 15. Be courteous to our neighbors in the Business Park and fellow employees in the call center
- 16. Clean up after yourself – kitchens and restrooms
- 17. Driving through the parking lot – 5 MPH
- 18. No loud music in the parking lot
- 19. Official Start Date _____ For training and hours of training
- 20. Assign rate of pay _____
- 21. If you are a smoker; please smoke outside in the tennis court area, not by the employee entrance

Signature of Hiring Manager

Signature of Prospective Employee