



BONDED COLLECTORS OF WISCONSIN, INC.

Employment Application

An Equal Opportunity Employer

Date of Application: _____

Personal

Name: _____ (Last, First, Middle)

Address: _____

Home Phone: _____ Cell Phone: _____

Are you under the age of 18? YES ___ NO ___

Can you submit proof of age? YES ___ NO ___

Employment Desired

Job applying for? _____ Wage Desired? _____

Are you currently employed? YES ___ NO ___

If yes where? _____

Date available for employment: _____

Education History

High School: _____ Level Completed: _____

College: _____ Level Completed: _____

Other Education: _____

Employment History

Please read carefully: Begin with the most recent employer and list all jobs you have held for the past five years. Include any relevant volunteer work experience. Account for periods of unemployment in the space provided below.

From: MO/YR _____ To: MO/YR _____ Supervisors name and phone number:

Employers name and complete address: _____

Description of duties: _____

Wages: _____ Reason for leaving: _____

From: MO/YR _____ To: MO/YR _____ Supervisors name and phone number:

Employers name and complete address: _____

Description of duties: _____

Wages: _____ Reason for leaving: _____

From: MO/YR _____ To: MO/YR _____ Supervisor name and phone number:

Employers name and complete address: _____

Description of duties: _____

Wages: _____ Reason for leaving: _____

Please explain any periods of time unemployed: _____

General Information

Are you able to perform all the essential functions of the job with or without reasonable accommodations for which you are applying? YES ____ NO ____

Have you ever been convicted of a felony? YES ____ NO ____

If so please explain: When? _____ Where? _____ Action Taken? _____

If hired do you agree to abide by all rules of the company and industry regulations?

YES: ____ NO: ____

Have you ever been counseled for cash handling situations? YES ____ NO ____

If yes, please explain; _____

Identification Requirements

The immigration and control Act of 1986 requires that, if hired, before you start work, you present to the selected manager, documents which establish your identity and eligibility to work in the United States.

Drug and Alcohol Policy

Bonded Collectors of Wisconsin, Inc. has vital interest in maintaining a drug and alcohol free environment for it's employees, customers and clients. Therefore, the Company prohibits the use of, possession of, transfer of, trafficking in, and working or reporting to work under the influence of intoxicants, drugs or controlled or illegal substances. Applicants for employment may be required to take and pass a drug and alcohol screening test before they can begin to work and employees may be tested if the Company has a reasonable suspicion of substance abuse. Results of tests will be kept confidential in accordance with applicable laws.

Please Read and Sign Below

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by the Company unless I have indicated to the contrary. I authorize the references listed above to provide the Company with any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the Company as well as from the use or disclosure of such information by the Company or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal.

In consideration of my employment, I agree to conform to the rules and standards of the Company and agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the Company.

Applicants Signature: _____ **Date:** _____

Office use only:

Date received: _____

Received by: _____