



Bonded Collectors of Wisconsin, Inc.
2425 Airport Rd, Portage, WI 53901
PO Box 83, Portage, WI 53901
(608) 742-4124
www.bondedcollectorsofwi.com

Employment Inquiry Form

Personal Information

Name: _____
Address: _____
Home Phone: _____
Cell Phone: _____
Email: _____

Desired Position (Please Check)

Clerical: Collector: Payment Specialist: Legal Staff:

Past Employment History

Current Employer: _____
From (Month/Year): _____ to _____
Description of Duties: _____

Past Employer 1: _____
From (Month/Year): _____ to _____
Description of Duties: _____

Past Employer 2: _____
From (Month/Year): _____ to _____
Description of Duties: _____

Education History

High School: _____

Level Completed: _____

College: _____

Level Completed: _____

Other Education Completed: _____

Proficiency (Please Check If Applicable)

Data Entry

Billing/Collections

Spanish

Telemarketing

Payment Processing

Accounting

Staff Management

Microsoft Windows 10

Microsoft Word

Microsoft Excel

Microsoft Outlook

Name (Print): _____

Signature: _____

Date: _____