



Application for Employment

Today's Date: _____

Express Collections, Inc. is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

Instructions: Please print or type the information requested on the following pages, make sure your entries are complete and legible.

Personal Information

Last Name: _____ First Name: _____ MI: _____
Address: _____ Apt #: _____
City: _____ State: _____ Zip: _____
Home #: _____ Cell #: _____
E-mail: _____ Social Sec #: _____ - _____ - _____

Position Requested

Position Applying For: _____ Full or Part Time: _____
Applied here before?: _____ If yes, when: _____ Salary Request: \$ _____ / _____
Can you work nights?: _____ Can you work Saturdays?: _____ When can you start?: _____

Education Information

High School Name: _____ City: _____ State: _____
Did you graduate?: _____ If so, year: _____ GPA: _____ Class Rank: _____ / _____
Name of College, University, or Trade School: _____
Did you graduate?: _____ Degree/Course of Study: _____
Additional certifications or job skills: _____

Current or Most Recent Employer

Employer Name: _____ Job Title: _____
Address/City: _____ Phone: _____
Job Duties: _____
Employed From: _____ To: _____ Ending Pay: \$ _____ / _____
Reason for Leaving: _____
If you are still employed, can we contact your employer?: _____

Previous Employer #2

Employer Name: _____ Job Title: _____
Address/City: _____ Phone: _____
Job Duties: _____
Employed From: _____ To: _____ Ending Pay: \$ _____ / _____
Reason for Leaving: _____

Previous Employer #3

Employer Name: _____ Job Title: _____
Address/City: _____ Phone: _____
Job Duties: _____
Employed From: _____ To: _____ Ending Pay: \$ _____ / _____
Reason for Leaving: _____

References

Name: _____ Relationship: _____
Address/City: _____ Phone: _____

Name: _____ Relationship: _____
Address/City: _____ Phone: _____

Name: _____ Relationship: _____
Address/City: _____ Phone: _____

Other Information

Have you ever been convicted of a felony?: _____ (yes or no) If yes, please explain: _____

(A convicted record will not necessarily be a bar to employment)

Are you subject to any covenants, covenants not to compete, confidentiality agreements, or any other contractual obligations that may restrict or limit you from performing any duties for Express Collections? _____ (yes or no)

If so, please explain: _____

By my signature (or typing my name) below, I affirm that I have read and fully understand the questions asked in this application. I reify that all answers given by me are true, accurate, and complete and understood that the omission or misrepresentation of any information from this application or during any interview will cause immediate dismissal. I hereby authorize Express Collections, Inc. to obtain a background check including but not limited to obtaining credit information and pulling a credit report if necessary. I also authorize Express Collections, Inc. to obtain reference information about me and release all persons from liability from doing so.

Signature of Applicant

Date