

Accurate Answering Service, Inc
31511 Harper Avenue
St. Clair Shores, MI 48082
586-296-4005

Welcome,

You have downloaded an application for employment at Accurate Answering Service, Inc. We use computers to answer telephone calls for all types of business clients. Once a message is taken our client's instructions are followed for delivering the message to them.

This job is for you if think and respond quickly, sometimes in a high intensity environment. It requires speaking with clients and callers from all over the United States. You must be tolerant of callers individuality and communication ability. You must also have a skill set which allows you to be diplomatic with the caller while following our client's instructions (which may not allow you to actually do what the caller wants).

If you're interested please fully complete this application and bring it to the above address between 9:00 a.m. and 8:00 p.m. Monday through Saturday. When you bring your application in you will be asked to complete a spelling test which will become part of your application. Because the spelling test is required you cannot email, fax, or mail your application. The only applications we will consider must be hand delivered to our office. Unsolicited resumes sent by email will be automatically disqualified.

We look forward to meeting you!

Sincerely,

Lynn Brown
Owner

Accurate Answering Service Application for Employment

Full Name: _____

Social Security Number: _____

Street Address: _____

City, State, Zip: _____

E-mail Address: _____

Phone(s): (_____)_____-_____; (_____)_____-_____; (_____)_____-_____

What is the best time to reach you?: _____

Are you looking for full or part time? Please circle one: FULL-TIME PART-TIME EITHER

What shifts are you available to work? (circle one or more): DAYS AFTERNOONS MIDNIGHTS

What days can you work? (circle all that apply): MON TUE WED THU FRI SAT SUN **ALL**

Current Employment:

Where are you currently employed?: _____

What are your responsibilities?: _____

May we inquire with your current employer?: _____

Your supervisor's name: _____ Telephone: (_____)_____-_____

Start Date: _____

Past Employment (in order of most recent position):

Company Name: _____ Telephone: (_____)_____-_____

Start Date: _____ End Date: _____

Your Responsibilities: _____

Why did you leave? _____

Company Name: _____ Telephone: (_____) _____ - _____

Start Date: _____ End Date: _____

Your Responsibilities: _____

Why did you leave? _____

Company Name: _____ Telephone: (_____) _____ - _____

Start Date: _____ End Date: _____

Your Responsibilities: _____

Why did you leave? _____

Education:

What high school did you attend? _____

Address of high school: _____

Did you graduate or pass the GED equivalency test? _____

Have you attended college?: _____ Do you have a college degree?: _____

What colleges have you attended?: _____

Please list all degrees you have earned: _____

References (do not use family members):

Name:	Telephone:	Relationship / Years Known:
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_____	(_____) _____ - _____	_____
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_____	(_____) _____ - _____	_____
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_____	(_____) _____ - _____	_____
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Personal:

How many words per minute do you type? _____

What computer programs are you comfortable using? _____

Do you have any computer certifications? YES NO If yes, please list: _____

Do you have any work experience answering telephones? YES NO

What's the most number of phone lines you've been responsible for answering at the same time? _____

Have you ever applied for employment at Accurate Answering Service before?: YES NO

Have you ever been convicted of a misdemeanor? YES NO

If yes, please explain: _____

Have you ever been convicted of a felony? YES NO

If yes, please explain: _____

Please Read The Following Carefully Before Signing:

I understand that the company where I'm applying for employment operates twenty four hours a day, three hundred and sixty five days a year. I understand that as a condition of employment I will be expected to work some weekends and holidays.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for my dismissal at any time during my employment.

I understand that having my fingerprints taken is a condition of employment and if I refuse, or do not get fingerprinted in a timely fashion my employment will be terminated. (Instructions and a payment method for being fingerprinted will be provided by Accurate Answering Service.) I authorize investigation into all statements contained herein and the listed references to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the information to you.

I understand and agree that, if hired, I am expected to sign a confidentiality agreement and follow all rules and regulations as written in the official company handbook.

I understand and agree that, if hired, I will be an employee "at will" for no definite period of time and that I may, regardless of the date of payment of wages and salary for my seniority level, be terminated at any time without any prior notice.

Signature: _____ Date: _____

Please print your name: _____

A spelling test will be required when you bring your application to:

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Thank you for your application!
