



Employment Application (DISPATCHING/RECEPTION)

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

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

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College/
Trades: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional OR personal references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

OFFICE DISPATCH/RECEPTION ONLY

Do you have experience answering phone calls promptly and professionally?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you able to use the computer fluently to complete tasks and to search for things on the internet?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you able to lift over 50 pounds and work in confined spaces without trouble?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do you have the ability to self-regulate your time to stay productive and busy when it gets slow?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you possess the ability to use Microsoft Excel/Word?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do you possess the ability to plot driving courses in an efficient manner and utilize road maps?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you able to self-regulate and govern your time while on the clock to be efficient and productive consistently?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you able to multi-task effectively in a busy environment without getting overwhelmed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you consider yourself organized?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do you have any lifestyle choices that would prohibit you from being clean and presentable in a professional manor during business hours?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have the ability to learn new things and adapt to changing processes?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do you have attention to detail in a conversation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you able to effectively work with other people/co-workers in a positive, communicative way?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do you have any life situations that would prevent you from consistently attending work at the normal times?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

Successful candidates for employment must agree to be screened for drug, criminal background, and driving history. Violations discovered during screenings may disqualify individual from employment.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

**** ALONG WITH THIS APPLICATION, PLEASE ATTACH YOUR RESUME IF YOU HAVE ONE OR ANY OTHER RELATED DOCUMENTS, CERTIFICATIONS, AND OR LICENSES.**