



# EMPLOYMENT APPLICATION

(please type or print)

Applicants are considered for all positions and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handi cap

Date:		Position Applying for:	
Referral Source:			
Name: (Last, First Middle)			
Address: (Number Street City/State/Zip)			
Phone:		Alt Phone:	
If employed and you are under 18, can you furnish a work permit? I lves I INo			
Are you employed now? Yes No		If so, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Would like to discuss? <u>yes</u> . . . <u>No</u>			
Are you prevented from lawfully becoming employed in this country because of a Visa or Immigration Status? yes No (Proof of citizenship or immigration status may be required)			
When would you be available to start work?			
Are you on a layoff or subject to recall? Ives I INo If yes, please explain:			
<b>Availability</b>			
<b>When are you available to work:</b>			
Monday:		to	Friday:
Tuesday:		to	Saturday:
Wednesday:		to	Sunday:
Thursday:		to	
I am aware that operators work holidays and <u>in inclement</u> weather: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<b>High School</b>			
School Name: _____			
Years Completed: _____		Diploma: I lves I INo	
Year Graduated: _____			
Special Courses: _____			
<b>College/University</b>			
School Name: _____			
Years Completed: [ _____ ]		Diploma/ Degree: Yes No Type: _____	
Year Graduated: _____			
Special Courses: _____			
<b>Special Skills</b>			
List any special skills, typing wpm, training, etc.			

**References**

(A minimum of three references who are not related to you are required)

Name:

Address: (city, state only)

Phone:

Alt Phone:

Name:

Address: (city, state only)

Phone:

Alt Phone:

Name:

Address: (city, state only)

Phone:

Alt Phone:

Name:

Address: (city, state only)

Phone:

Alt Phone:

**Employment Experience**

Start with your present or most recent job. Include military service assignments and volunteer activities.

Employer:

Job Title:

Dates Employed: to

Address:

Supervisor:

Phone:

Reason for leaving:

Duties:

Employer:

Job Title:

Dates Employed: to

Address:

Supervisor:

Phone:

Reason for leaving:

Duties:

Employer:

Job Title:

Dates Employed: to

Address:

Supervisor:

Phone:

Reason for leaving:

Duties:

Employer:

Job Title:

Dates Employed:	to	Address:
Supervisor:		Phone:
Reason for leaving:		
Duties:		

**Agreement**

**HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO (CIRCLE ONE)**

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

I authorize investigation of all statements contained in the application for employment as may be intended to be a contact of employment.

In the event of employment, I understand that false misleading information given in my application or interview will result in discharge. I understand, also, that I am required to abide by all rules and regulations of Cal Johnson's Answering Service, Inc.

I understand that any employment with this employer is "at will" which means that the employee may resign at any time and the employer may discharge the employee at any time, with or without cause. I also understand that this at-will employment relationship may not be changed by any written document or any behavior unless the change is specifically acknowledged in writing by the President of the company.

\_\_\_\_\_

Signature of Applicant \_\_\_\_\_  
Date

Applications may be sent to [jobs@answerdirectonline.com](mailto:jobs@answerdirectonline.com) or mailed to:

**Answer Direct**  
Attn: Human Resources  
15 Canty Lane  
Fairview Heights IL 62208