

## *Central Professional Services Employment Application*

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Suffix \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_

Choose one: single \_\_\_ married \_\_\_ divorced \_\_\_ If married please give your *spouse's* information below,

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Suffix \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_

Are you currently employed? Yes \_\_\_ No \_\_\_ If "yes" where? \_\_\_\_\_

Is your spouse currently employed? Yes \_\_\_ No \_\_\_ If "yes" where? \_\_\_\_\_

Do you currently have Health Insurance? Yes \_\_\_ No \_\_\_ Does your spouse have Insurance? Yes \_\_\_ No \_\_\_

Do you need Health Insurance thru Central Professional Services? Yes \_\_\_ No \_\_\_

Do you have children? Yes \_\_\_ No \_\_\_ if "yes" how many? \_\_\_\_\_ Do they also need coverage? Yes \_\_\_ No \_\_\_

Please answer if you have children at home: Do you have adequate child care for working days, nights, and

Saturdays? Please explain: \_\_\_\_\_

Do you have your own transportation to and from work? Yes \_\_\_ No \_\_\_

Please list your last three employers:

1. \_\_\_\_\_ Reason you left? \_\_\_\_\_

2. \_\_\_\_\_ Reason you left? \_\_\_\_\_

3. \_\_\_\_\_ Reason you left? \_\_\_\_\_

Please continue to page two for our employment questionnaire!

1. Do you give Central Professional Services permission to pull an employment credit report? Yes \_\_\_ No \_\_\_
2. Have you ever filed bankruptcy? Yes \_\_\_ No \_\_\_
3. Have you ever had a Judgment filed against you? Yes \_\_\_ No \_\_\_
4. Have you ever had a Garnishment filed against you? Yes \_\_\_ No \_\_\_
5. Do you currently have any wage assignments against you? Yes \_\_\_ No \_\_\_ if "yes" explain: \_\_\_\_\_  
\_\_\_\_\_
6. Will you voluntarily submit to random drug testing? Yes \_\_\_ No \_\_\_
7. Have you ever been convicted of a felony? Yes \_\_\_ No \_\_\_ if "yes" explain: \_\_\_\_\_  
\_\_\_\_\_
8. Do you have any prior collection experience? Yes \_\_\_ No \_\_\_ if "yes" explain: \_\_\_\_\_  
\_\_\_\_\_
9. What other applications for employment do you have in right now \_\_\_\_\_  
\_\_\_\_\_
10. Are you currently receiving unemployment benefits? Yes \_\_\_ No \_\_\_ If yes, who? \_\_\_\_\_
11. Have you applied to Central Professional Services in the past? Yes \_\_\_ No \_\_\_
12. Can Central Professional Services pull your criminal conviction records? Yes \_\_\_ No \_\_\_

Central Professional Services provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Central Professional Services complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Central Professional Services expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Central Professional Service's employees to perform their job duties may result in discipline up to and including discharge.

This job is a gateway to a long lasting career in a very stable market; this position pays \$10.00 per hour while training. Training will take three months (ninety days). All training is done on site at Central Professional Services. During the initial ninety day training period the management of Central Professional Services will determine if the newly hired employee is eligible to join our commission structure at a full or reduced amount. If the employee reaches the commission quota and management chooses to continue the working relationship with the employee the position will pay \$10.00 per hour plus commissions earned.

***Not all employees will be eligible after ninety days! All employees earn their raises by excelling in their job***