



Application for Contact Center Services

Headquartered at

1001 Twelfth Street • Aurora, NE 68818

voice/TTY 402.694.5101

toll free voice/TTY 800.821.1831

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Application For Employment

Applicant Note

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately, if more space is needed please attach additional paper. False or misleading statements during an interview or on this form are grounds for terminating the application process, or if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or disability.

Personal Information

Name _____ Date _____

last

first

m.i.

Telephone: Home/Cell _____ E-mail _____

Address: Street _____

City _____

State & Zip _____

Position Information

Position you are applying for _____ Date you can start _____

What category would you prefer (circle) Full-Time Part-Time

What schedules are you available (circle) Weekdays Weekends Evenings Nights Overtime

Referral Source (circle) Internet Newspaper Radio Television

Other _____ Personal Contact _____

name

Education

Please circle the highest grade completed: 7 8 9 10 11 12 13 14 15 16 16+

High School: Name _____

City/State _____ Diploma _____

College: Name _____ Dates _____

City/State _____ Degree _____

Other: Name _____ Dates _____

City/State _____ Degree _____

Job Related Information

Yes No Have you been given a job description or had the requirements explained to you?

Yes No Do you understand these requirements?

With Without Can you perform the requirements of this job **with** or **without** reasonable accommodation? **If with**, how would you perform the tasks, and with what accommodation(s)? _____

Yes No Are you authorized to work in this country for any employer?

Yes No Have you worked for Hamilton Telecommunications in the past?
If yes; What division? _____ When? _____

Yes No Have you ever been convicted of a felony?
If yes, please explain _____

Please list any skills, licenses or certificates you possess which are job related or which you feel may be of value to our company.

Employment History

Please summarize work experience, starting with your present or most recent employer. Answer **all** questions completely (any omission may disqualify you from consideration).

Employer _____ Supervisor _____

Address _____
street city state zip code

May we contact this employer for a reference? _____ May we contact you at work? _____

Telephone Number (_____) _____ Your Job Title _____

Dates Employed _____ To _____
month year month year

Starting Salary \$ _____ per _____ Ending salary \$ _____ per _____

Duties _____

Reason for leaving _____

Employer _____ Supervisor _____

Address _____
street city state zip code

May we contact this employer for a reference? _____

Telephone Number (_____) _____ Your Job Title _____

Dates Employed _____ To _____
month year month year

Starting Salary \$ _____ per _____ Ending salary \$ _____ per _____

Duties _____

Reason for leaving _____

Employer _____ Supervisor _____

Address _____
street city state zip code

May we contact this employer for a reference? _____

Telephone Number (_____) _____ Your Job Title _____

Dates Employed _____ To _____
month year month year

Starting Salary \$ _____ per _____ Ending salary \$ _____ per _____

Duties _____

Reason for leaving _____

References

Include only those individuals familiar with your work abilities. Do not include relatives.

1. Name _____ Years Known _____

Address _____
Street City State Zip Code

Telephone Number (____) _____ Relationship _____

2. Name _____ Years Known _____

Address _____
Street City State Zip Code

Telephone Number (____) _____ Relationship _____

3. Name _____ Years Known _____

Address _____
Street City State Zip Code

Telephone Number (____) _____ Relationship _____

Additional Comments

I hereby certify that the information provided in this application is true, correct and complete. I authorize investigation of all statements contained in this application and I release from liability all persons, companies and corporations supplying such information and agree to indemnify Hamilton Telecommunications against any liability which might result from making such investigation. I fully understand that misrepresentation or omission of facts on this application or other required documents is cause for denial of employment or dismissal if I am employed.

I understand that an offer of employment is contingent upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986.

I understand that no contract of employment is created by this application, or by policies and procedures of Hamilton Telecommunications. I agree to comply with the policies and procedures of Hamilton Telecommunications. I understand my employment can be terminated, at the option of either the company or myself.

I have read the above statements. I understand them and I agree with them as conditions of possible employment.

Signature _____ Date _____

I agree that the information provided is correct and wish to submit this application to Hamilton Telecommunications