

AN EQUAL OPPORTUNITY EMPLOYER

Professional Credit Service is an Equal Opportunity Employer. We conduct all employment-related activities without regard to race, color, gender, religion, age, national origin, disability, veteran status, sexual orientation or any other classification protected by applicable State or Federal employment discrimination laws.

Personal Information

Last Name First Name Middle Initial Date / /

Other names by which you have been known (for date verification and reference checking purposes) Social Security Number

Home Phone Message Phone E-mail Address (Optional)

Present Address City State Zip Code

Previous Address City State Zip Code

Driver's License Number / State Referred by Are you 18 years of age or older? Yes No

If you are not a citizen of the United States, are you eligible to work in the U.S. and would you be able to provide the necessary documents of proof of the legal right to work upon hire? Yes No

Have you ever been convicted of a felony? Yes No

If YES, give date, place, offense, and outcome (Previous convictions do not necessarily disqualify an applicant from employment.)

Employment Interest

Position Desired Date you can Start Salary Desired

Are You Currently Employed? Yes No If YES, may we contact your employer? Yes No

Have you applied for employment with PCS in the Past? Yes No If YES, at which location? When? / /

Education and Training

Name of High School, Technical School, College	City, State	#Years Attended	Major/Subject(s) Studied	Did you Graduate?	Degree Earned/Year

Additional education, training, experience, or other information you feel may be helpful to us in considering your application:

Job-related Skills (typing, computer experience, multi-line phones, customer service, collections, etc.):

Last _____ First _____ Middle Initial _____ Date _____ / _____ / _____

Employment History Please list your last three employers, starting with the most recent.

Company Name Street Address Phone

City State ZIP Code Date Employment Began / / Date of Employment End / /

May we contact your employer? () Yes () No Supervisor's Name and Title:

Your Position Starting Pay Rate Ending Pay Rate Reason for Leaving

Job Duties:

Company Name Street Address Phone

City State ZIP Code Date Employment Began / / Date of Employment End / /

May we contact your employer? () Yes () No Supervisor's Name and Title:

Your Position Starting Pay Rate Ending Pay Rate Reason for Leaving

Job Duties:

Company Name Street Address Phone

City State ZIP Code Date Employment Began / / Date of Employment End / /

May we contact your employer? () Yes () No Supervisor's Name and Title:

Your Position Starting Pay Rate Ending Pay Rate Reason for Leaving

Job Duties:

References List below three persons not related to you, whom you have known at least one year.

Name	Address	Phone	Occupation	# Years Acquainted

If you are to be hired by Professional Credit Service, heretofore called "Company", you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

Authorization: I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

If I am offered employment I agree to submit to a drug test before starting work. If employed, I also agree to submit to a drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory drug test, and if I am hired a condition of my employment will be that I abide by the Company Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. Professional Credit Service retains the right to revise its policies or procedures, in whole or in part, at any time.

Signature: **Date:**