



**APPLICANT INFORMATION**

<b>Applicants Name:</b>	<b>Date:</b>
<b>Soc. Sec. or TRN</b>	<b>Phone Number:</b>
<b>Birthday</b>	<b>Email</b>
<b>Address</b>	<b>City</b>
<b>State</b>	<b>Zip</b>

How did you hear about us?

<b>Position Applying For:</b>		<b>Availablely ?</b>	
<b>When can you start?</b>		<b>Are you currently working?</b>	

Do you have any friends, relatives, or acquaintances working for us? [ ] Y or [ ] N If yes, state name & relationship.

Have you ever been arrested or convicted of a criminal offense (felony or misdemeanor)? Y or N  
If yes, please describe the crime - state nature of the crime(s), when and were convicted and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense and nature of the offense however, may be considered.)

**Education / Experience / Military service**

<b>Highschool</b>			
<b>School Name:</b>		<b>Did you graduate?</b>	
<b>City, State:</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Degree / Diploma Earned:</b>		<b>Year Earned</b>	

<b>College / University</b>			
<b>School Name:</b>		<b>Did you graduate?</b>	
<b>City, State:</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Degree / Diploma Earned</b>		<b>Year Earned</b>	

<b>Military service</b>			
<b>Branch :</b>		<b>Years of Service:</b>	
<b>Rank:</b>		<b>Skills/Duties:</b>	



**QUESTIONNAIRE**

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Please describe 3 of your most valuable qualifications for this position.

2. How would you rate yourself on the following? 1 lowest and 10 highest:			
Communication Skills		Loyalty	
Reliability		Independence	
Dependability		Organization Traits	
Integrity Honesty		Resourcefulness	
Accountability		Flexibility to Change	

Collections			
Customer Service / Communication		First Party Collections	
Administrative Tasks		Third Party Collections	
Fluent English-Speaking Voice			

Human Resources					
Recruiting		Social Media Marketing		Onboarding of New Hires / Employee Record Keeping	
Management Ability		Letter Writing / Email Communication Skills		Knowledge of Ministry Labor Laws	
Leadership Skills					

Accounting / Other			
QuickBooks / Bookkeeping / Payroll		Excel / Microsoft Products	
IT Background		Programming & Systems	

3. Do you have any customer service experience or any administrative skills?

4. Do you have collections or sales experience?



5. Please list your previous work history or **PLEASE SUBMIT YOUR RESUME.**

6. What is your desired hourly salary? \$ \_\_\_\_\_

7. Mark the systems you have experience in or list any you have used					
Simplicity		Ready mode		Text Magic	
Vonage		Ringless Voicemail		Other	

8. Do you set goals for yourself? If so, how do you ensure that you meet them?

9. What are your strengths?

10. What are your weaknesses?

14. Can you pass a drug test? Y N

15. Background Screening? Y N



---

### ***DRESS CODE DISCLOSURE***

In the workplace it is always necessary to institute policies that affect the company's financial stability and the space that surrounds each of us at work. For this reason, what we wear to work, where we sit at work, our work equipment, and so forth, are very important to each of us.

We have a dress code at Global Recovery Services for a number of reasons. As our professionalism and sales continue to grow, staff members need to exhibit the look that represents our professionalism for our clients, affiliates and co-workers. Our objective for establishing a dress code is to define what is appropriate for office wear and to allow our employees to work comfortably in the workplace. Business casual attire is the standard dress code, so we project a professional image for clients, visitors and potential employees.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and spore contests is not appropriate for a professional appearance at work. Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of business, even in a casual business setting. Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Sports team, university, and fashion brand names on clothing are generally acceptable.

Certain days can be declared dress down days, but generally employees can dress down on Fridays. These days jeans and other more casual clothing are allowed. Initials: \_\_\_\_\_

I have read and fully understand the content and requirements of the company's disclosures for employees at Global Recovery Services. I agree to abide by the policy and guidelines as a condition of my employment and my continuing employment at Global Recovery Services.

Employee Name: \_\_\_\_\_ Work Site: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

***"A motivated team of collection specialists continually striving to redefine our success, endeavoring to provide exceptional service in recovering the assets entrusted to us by our clients."***

---



### EATING DISCLOSURE

Eating is prohibited in the personal work area. There is no exception to this rule, including, but not limited to: snacks, meals, etc. All drinks must be in a spill-proof container; no Styrofoam or open containers are permitted on the call center floor. Initials: \_\_\_\_\_

### CELL PHONE DISCLOSURE

No cell phones will be permitted on the floor by employees. Please do not take the liberty to excuse yourself from your work area to answer your cell if you are not on a scheduled break. In the case of an please have your family, friends, or loved ones contact the office directly at 904-5793522. Initials: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and fully understand the content and requirements of the company's disclosures for employees at Global Recovery Services. I agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Global Recovery Services.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

At Global Recovery Services, all employees must report to work for their scheduled shifts. If you are unable to work a scheduled shift, you are required to notify your manager at least one to two hours before the shift at the phone number provided to you. Failure to do so will be considered a 'no call/no show'. Employees that are considered a 'no call/no show' are subject to disciplinary action including, but not limited to:

First Offense: Verbal Warning

Second Offense: Written Warning

Third Offense: Termination

Exceptions include a visit to a doctor's office in which a doctor's note is mandatory upon return to work.

Regular or consistent 'no-call/no shows are considered job abandonment, and the employee with be terminated immediately. If you have any questions or concerns about this policy, please see Mrs. Tate.

Please note in Florida, employment is "at-will", meaning your employer can end the employment relationship at any time, at their discretion without reason.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_