



ARBOR ASSOCIATES

It's the people who matter most

Application for Telephone Interviewer

Arbor Associates, Inc.

1349 US Hwy 131 , Ste C • Petoskey, MI 49770 • (231) 347-7775

We are an Equal Opportunity Employer.

Please print or type. The application must be fully completed to be considered.
Please complete each section, even if you attach a resume.

Personal Information

Name		Phone number	Email address	
Address		City	State	Zip
Are you 18 years of age or older? Yes ___ No ___		How did you hear about Arbor Associates?		
Are you legally eligible to work in the United States? Yes ___ No ___		Do you have a high school diploma or equivalent? Yes ___ No ___		
Have you been dismissed or resigned in lieu of dismissal? Yes ___ No ___		If yes, please explain		
Do you have a misdemeanor or felony charge pending? (includes delayed sentence, suspended sentence, or diversion program) Yes ___ No ___		If yes, please explain		
Have you ever been convicted of a misdemeanor or felony? Yes ___ No ___		If yes, please explain		
Have you ever applied to this company before? Yes ___ No ___		(If yes) When?		

Position

Employment desired	Reliable, uninterrupted internet connection?	Private, in-home work area?	Start date available
Full-time ___ Part-time ___	Yes ___ No ___	Yes ___ No ___	

Telephone interviewers work a variety of shifts, *including some weekday evenings and/or Saturdays*. You will NOT be required to work all of the following, but please check all that you are available for at least a **three-hour** block of time.

Weekdays	9:00am - 5:30pm	Mon ___ Tue ___ Wed ___ Thu ___ Fri ___
Weekday evenings	5:30pm - 10:00pm	Mon ___ Tue ___ Wed ___ Thu ___ Fri ___
Saturdays	9:00am - 10:00pm	Sat ___

Skills

Computer keyboard experience? Yes ___ No ___	Words per minute and please describe:
Business telephone experience? Yes ___ No ___	Please describe:
Customer service experience? Yes ___ No ___	Please describe:
Bilingual (English/Spanish)? Yes ___ No ___	Please describe:

What are your strong points that would enhance this position?

How would you describe your personality?

Education

	School Name	Location	Years Attended	Did you graduate?
High school				Yes ____ No ____
College, trade, business, etc.				Yes ____ No ____

Employment History

Employer #1		Dates employed (month/year) From: _____ To: _____		Position/job title	
Reason for leaving		Starting pay rate		Ending pay rate	
Address		City		State	Zip
May we inquire of this employer? Yes ____ No ____	Name		Title		Phone
Employer #2		Dates employed (month/year) From: _____ To: _____		Position/job title	
Reason for leaving		Starting pay rate		Ending pay rate	
Address		City		State	Zip
May we inquire of this employer? Yes ____ No ____	Name		Title		Phone
Employer #3		Dates employed (month/year) From: _____ To: _____		Position/job title	
Reason for leaving		Starting pay rate		Ending pay rate	
Address		City		State	Zip
May we inquire of this employer? Yes ____ No ____	Name		Title		Phone

References (business and professional ONLY)

Name	Title	Company	Phone number	Years acquainted

Signature Disclaimer

I certify that my answers on this application (and accompanying resume, if any) are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information, misrepresentations, or omissions in my application, resume, or interview may result in my employment being terminated.

Name (please print)	Signature
Date	