



EMPLOYMENT APPLICATION

PERSONAL

Full Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Have you ever applied for employment with us? Yes \_\_\_ No \_\_\_ If yes, when? \_\_\_\_\_

Desired Position \_\_\_\_\_ Expected Hourly Pay \$ \_\_\_\_\_

Are you eligible to work in the United States? Yes \_\_\_ No \_\_\_ Are you available to work holidays? Yes \_\_\_ No \_\_\_

When will you be available to begin work? \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

If you are younger than 18 years old, how old are you? \_\_\_\_\_

Have you been convicted of or pleaded no contest to a felony within the last five years? Yes\_\_\_ No \_\_\_

If yes, please explain \_\_\_\_\_

Have you been convicted of, pleaded guilty to, or pleaded no contest to, an act of dishonesty, or breach of trust or moral turpitude, such as misdemeanor petty theft, burglary, fraud, writing bad checks, and other related crimes within the last five (5) years? (Conviction of a crime, or pleading guilty to a criminal charge, will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness, and other relevant factors.)

Yes \_\_\_ No \_\_\_ If yes, please explain \_\_\_\_\_

How did you hear of our organization? \_\_\_\_\_

Days Available - Sun \_\_\_ Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Th \_\_\_ Fri \_\_\_ Sat \_\_\_

Total Hours Available \_\_\_\_\_ Hours Available from \_\_\_\_\_ to \_\_\_\_\_

EDUCATION

High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ GPA \_\_\_\_\_

College \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ GPA \_\_\_\_\_

Course of Study \_\_\_\_\_ # of Years Completed \_\_\_\_\_

Did You Graduate? Yes \_\_\_ No \_\_\_ Degree \_\_\_\_\_

SKILLS

Do you have other special training or skills (additional spoken or written languages, computer software knowledge, machine operation experience, etc.)?

\_\_\_\_\_  
\_\_\_\_\_

Approximately how many items have you purchased on eBay? \_\_\_\_\_ Items sold on eBay? \_\_\_\_\_ Feedback Rating? \_\_\_\_\_

How many words per minute can you type (approx.)? \_\_\_\_\_

### EMPLOYMENT EXPERIENCE

Please give accurate and complete full-time employment record. Start with present or most recent employer.

Employed (Month/Year) From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Job Title \_\_\_\_\_

Company Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Company Phone Number \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Describe your work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we contact this employer? Yes \_\_\_ No\_\_\_ If not, why not? \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Weekly Pay \_\_\_\_\_

Employed (Month/Year) From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Job Title \_\_\_\_\_

Company Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Company Phone Number \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Describe your work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we contact this employer? Yes \_\_\_ No\_\_\_ If not, why not? \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Weekly Pay \_\_\_\_\_

Employed (Month/Year) From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Job Title \_\_\_\_\_

Company Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Company Phone Number \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Describe your work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we contact this employer? Yes \_\_\_ No\_\_\_ If not, why not? \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Weekly Pay \_\_\_\_\_

**CONDITIONS OF EMPLOYMENT**

iSold It sets high standards for its employees, and compliance with these standards is a condition of employment. If you are offered a position with iSold It, you need to carefully consider what we would require of you before you accept. As an employee, you must do everything you can to meet the needs of our external and internal customers, including:

- Following our standards of professionalism
- Smiling and making eye contact
- Arriving on time
- Maintaining a positive, enthusiastic attitude
- Treating coworkers with respect
- Offering exit appreciation to clients
- Being honest and dedicated in your work
- Using proper phone etiquette
- Completing necessary training requirements
- Expediting customer transactions/requests quickly and professionally
- Following company policies and procedures
- Meeting standards of work quality and quantity
- Maintaining a professional appearance

Are you willing and able to comply with all the requirements listed? Yes \_\_\_ No \_\_\_

If your answer is no, or if you have concerns about being able to comply with any of these requirements, please explain:

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**AGREEMENT OF THE TRANSFER OF INFORMATION**

I declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I authorize you to verify any and all information provided above. I acknowledge that employment may be conditional upon successful completion of a substance abuse screening test as part of the Company's pre-employment policy. I acknowledge that if I become employed, I will be free to terminate my employment at any time by giving at least one weeks notice. No iSold It representative has the authority to make any contrary agreement. I understand it is unlawful to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal and/or civil liabilities.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

iSold It is an equal opportunity employer. Applicants for all job openings are welcome. We do not discriminate against any protected class or violate any other protections afforded by local, state, or federal law.

Please drop off completed application [at 224 West Lincoln Highway \(US 30\), Schererville, IN \(Lincoln Ridge Plaza\)](#)

