

# N A B Collection Agency Inc.

1234 Collection Row

Atlanta, GA 30301

858-569-3328

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.

Name \_\_\_\_\_ Date of application \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

## 1. GENERAL INFORMATION:

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation?  Yes  No

Have you been convicted of any felonies other than minor traffic violations during the past seven years? (A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.)  No  Yes If yes, explain:

## 2. EDUCATION & TRAINING:

Circle last grade completed - Grade 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4 Masters \_\_\_\_\_ Doctorate \_\_\_\_\_

Name & Address of School

Major Course studied

Graduated or degree (Yor N)

Average Grade

Last High School Attended/Address:

College or University/Address

College or University/Address Other School (Technical, Vocational, Graduate, etc.) /Address

List any scholarships, academic honors, awards or special achievements:

## 3. SKILLS

 Please list any skills you have that are appropriate for the position you are applying for:

If required, will you work?

Rotating shifts  YES  NO

Overtime  YES  NO

Saturdays  YES  NO

Sundays  YES  NO

Position applying for, be specific:

Salary Requirements

\$

per hour

per month

State fully why you believe you are qualified for this position

INTERESTS / ACCOMPLISHMENTS: You may wish to list significant experience, interests & accomplishments gained while working as a volunteer or as a hobbyist that may be useful in the position (s) you are seeking. Names or organizations designating religion, race, etc. need not be mentioned.

Date you can start

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