



JANUS COLLECTIONS

a branch of Janus Concepts

**COMPLETE ALL AREAS OF THE APPLICATION IN BLACK INK.
AN INCOMPLETE OR INACCURATE APPLICATION MAY NOT BE ACCEPTED. IF YOU
HAVE NO INFORMATION TO FILL A SECTION, PLEASE WRITE N/A.**

Our company "Janus Collections, LLC" fully subscribes to the principles of Equal Opportunity Employment. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, genetic information, disability, or any other basis prohibited by federal, state or local law. As an Equal Opportunity Employer, we intend to comply fully with applicable federal, state and/or local employment laws and the information requested on this application will only be used for purposes consistent with those laws.

PERSONAL INFORMATION

Name: _____
Last
Middle
First

Date of Application: _____ Social Security Number: _____ - _____ - _____

Email address: _____ Are you 18 years of age or older? Yes No

Primary phone: _____ Alternate phone: _____

Present address:

Street
City
State
Zip code

You must be at least 18 years of age to work for Janus Collections unless otherwise required by law.

GENERAL

Are you related by blood or marriage to anyone employed by Janus Collections? Yes No
 If yes, please list name(s): _____

How did you find out about employment opportunities with Janus Collections (please check appropriate box and explain)?

Job Ad Website
 Newspaper Ad
 Employee Walk-In
 Career Fair
 College Recruiting
 Relative
 Referral
 Other
 Employee Referral (Name) _____ Other (specify) _____

Have you been convicted of a non-traffic misdemeanor? Yes No

Have you been convicted of a felony? Yes No

If you answered yes to either question above, please explain below:

Candidates who select yes are not automatically disqualified from consideration for employment. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.

Do you consent to a background check? Yes No

EMPLOYMENT

Are you legally authorized to work in the United States and able to demonstrate this by providing appropriate documentation? Yes No

Have you applied for a position with Janus Collections in the past year? Yes No

Position(s) desired: _____

Pay Expectation: _____

If you are not available for work immediately, enter the earliest date you could begin work: _____
(MM/DD/YYYY)

Note: The Federal Immigration and Reform and Control Act of 1986 requires that a Department of Homeland Security/ Employment Eligibility Verification "Form I-9" be completed for every new hire and that within 3 business days of beginning work every new hire must present to the employer documentation establishing his/her identity and authorization to work. This federal requirement must be satisfied as a condition of employment.

EDUCATION

Name, City and State of Educational Institution	Graduated		If no, Degree Credits Earned	Type of Degree Received or Expected	Major	Minor	Grade Point/ Overall GPA
	Yes	No					
High School							
College or University							
Technical/GED							
Licenses/ Certification/Other							

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the occupation you wish to bring to the employer's attention:

Typing speed per minute: _____

(Take the typing test here: 10fastfingers.com/typing-test)

EMPLOYMENT HISTORY

Please complete for all full-time or part-time employment beginning with most recent employer. You may include as part of your employment history any verified work performed on a volunteer basis. All applicants should start with their most recent job, include military assignments and voluntary employment and provide ten (10) years of history. (A separate sheet may be attached.) You must explain any gaps in your employment history. **All information must be written on this application, even if you are attaching a resume.**

Company Name: _____ Telephone: _____

Address: _____

Name of Supervisor: _____ May we contact: Yes No

Dates Employed: From: _____ To: _____ Rate of Pay: Start: _____ Last: _____

State job titles and describe job duties: _____

Reason for leaving: _____

Company Name: _____ Telephone: _____

Address: _____

Name of Supervisor: _____ May we contact: Yes No

Dates Employed: From: _____ To: _____ Rate of Pay: Start: _____ Last: _____

State job titles and describe job duties: _____

Reason for leaving: _____

Company Name: _____ Telephone: _____

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Name of Supervisor: _____ May we contact: Yes No

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State job titles and describe job duties: _____

Reason for leaving: _____

Company Name: _____ Telephone: _____

Address: _____

Name of Supervisor: _____ May we contact: Yes No

Dates Employed: From: _____ To: _____ Rate of Pay: Start: _____ Last: _____

State job titles and describe job duties: _____

Reason for leaving: _____

Have you ever been discharged or asked to resign from employment? Yes No

If yes, explain: _____

Did you receive any discipline in your last 12 months of active employment with your previous employer?

Yes No If yes, please explain: _____

Have you signed any non-competition or non-solicitation agreement or any other kind of agreement with any other employer that might restrict you from working for the Company (you will be required to furnish a copy of the agreement if you are being considered for hire)?

Yes No

If yes, please explain: _____

PROFESSIONAL REFERENCES (Please list three individuals unrelated to you with whom you have worked who know your qualifications for this position.)

NAME	ADDRESS	PHONE	RELATIONSHIP

MILITARY (Complete only if you served in the military.)

Branch of Service: _____ Number of Years /Months of Service: _____

Rank at Discharge; _____ Date of Discharge: _____

Describe any military skills, training or experience you believe are relevant to the job you applied for: _____

APPLICANT'S ACKNOWLEDGMENT

I certify that the answers given herein and during the entire application process (including but not limited to any criminal record inquiries made following this application, resumes, attachments to this application, interviews or otherwise (if applicable) are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers during the application process may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts during the application process may be cause for my dismissal at any time without prior notice.

I consent to and authorize the Company to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools and personal references to give the Company (without further

notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive any actions which I may have against either party(ies) for providing a good faith reference.

I UNDERSTAND THAT JANUS COLLECTIONS, LLC IS NOT OBLIGATED TO PROVIDE ME WITH EMPLOYMENT AND THAT I AM NOT OBLIGATED TO ACCEPT EMPLOYMENT. I EXPRESSLY AGREE AND UNDERSTAND THAT, IF EMPLOYED, MY EMPLOYMENT IS NOT FOR A SPECIFIC TERM, IS BASED ON MUTUAL CONSENT AND MAY BE TERMINATED BY ME OR THE COMPANY WITH OR WITHOUT NOTICE OR CAUSE AT ANY TIME. I FURTHER UNDERSTAND THAT NO ORAL PROMISE, EMPLOYER POLICY, CUSTOM, BUSINESS PRACTICE OR OTHER PROCEDURE (INCLUDING PERSONNEL HANDBOOK OR ANY PERSONNEL MANUALS) CONSTITUTE AN EMPLOYMENT CONTRACT OR MODIFICATION OF THE AT-WILL EMPLOYMENT RELATIONSHIP BETWEEN ME AND THE COMPANY. I ALSO UNDERSTAND THAT MY AT-WILL EMPLOYMENT STATUS WITH THE COMPANY MAY ONLY BE ALTERED IN AN INDIVIDUAL CASE OR GENERALLY IN WRITING SIGNED BY THE CEO OF THE COMPANY.

I understand I may be required to additional employment criteria. For example, I may be required to take job-related tests; submit to a background investigation, etc. If I am offered employment or start work before any required test is completed, I understand that my employment is contingent on a satisfactory result on all required tests. I authorize the release of any background check results and of any drug/alcohol test to any state or federal authority requesting such information and in response to a valid subpoena or other legal document. I agree to sign any additional forms necessary for pre-employment checks and/or tests to be conducted.

MY SIGNATURE CERTIFIES THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

SIGNATURE OF APPLICANT: _____ DATE: _____
(Unsigned applications will not be processed)

Thank you for completing this application form and for your interest in our business.



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