

## **AAA Communications Employment Requirements**

We are a full service answering service operating 24 hours a day, 365 days a year. The position for which you are applying will include weekends and holidays.

We are strict on spelling, verifying names, phone numbers, and addresses as required for our client's tickets.

Dependability and punctuality are mandatory. You must arrive 10 minutes before the start of your shift to place your personal items (including cell phone) in locker. You are required to be at your station ready to begin work at your assigned time.

Once you have submitted your application there is a required typing test with a minimum of 50 wpm. Upon passing test, an interview is scheduled. Incomplete applications are not considered.

If hired, you are required to be available 5 days a week including weekends and holidays anywhere from 7:00 AM thru 12.30 AM.

Full time shifts are 5 days a week, 8 hours per day, including weekends and holidays. There are 2 rotating days off each week which are not consistent from week to week.

If applying for part time you will be required to work any day including weekends and holidays. Part time shifts start at 4:00PM to 4:30 PM.

In addition you must be available to work anywhere from 7 AM until 12. 30 AM as needed. Shifts may be adjusted due to staffing requirements.

Thank you,

Management

I accept requirements.

Applicant Signature:

Date:

Contact number:



Have you ever been in the armed forces: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you now a member of the National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Specialty:	Date Entered:	Discharge Date:

Notes:  
 Your work experience for the past five years beginning with your most recent job held, if you were self employed, write the company name and details, attach additional sheets if necessary.

Name of Employer:		Name of Last Supervisor:	
Full Address:		Start and Stop Dates of Employment:	
City:	State:	Zip Code:	Starting and Ending Pay or Salary:
Phone No.		Reason for Leaving (must be specific):	
Your Last job title:			

List the jobs you held, duties performed, skills used, learned advancements or promotions while you worked at this company:

Name of Employer:		Name of Last Supervisor:	
Full Address:		Start and Stop Dates of Employment:	
City:	State:	Zip Code:	Starting and Ending Pay or Salary:
Phone No.		Reason for Leaving (must be specific):	
Your Last job title:			

List the jobs you held, duties performed, skills used, learned advancements or promotions while you worked at this company:

Can we contact your present employer:     Yes     No

Did you complete this application by yourself?     Yes     No

If no, who completed the application?

(Add relationship to applicant field)

*Application form sometimes makes it difficult for an individual to adequately summarize a complete background. In the space below, summarize any additional information necessary to describe your full qualifications for the position for which you are applying...*