



THILLENS SERVICE CORP

4242 N. ELSTON AVENUE -- CHICAGO, IL 60618-1810

PHONE: (773) 539-4444

FAX: (773) 539-1333

*Thanks for your interest in possibly working for Thillens as a customer service representative.
The qualifications are as follows:*

- Working knowledge of Microsoft Office
- Good math skills
- Able to deal with customer phone calls

Paid vacation after one year.

**If you feel you meet these qualifications, fill out the application
and mail back to us at**

4242 N. Elston Avenue, Chicago IL 60618

OR FAX TO 773-539-1333

E-mail: jobs@thillens.com

Dorsi Thillens
President

NOTE: BECAUSE YOU WILL HAVE ACCESS TO OUR OFFICES AND GARAGE, YOU WILL BE SUBJECT TO A SECURITY SCREENING INTERVIEW WITH JOHN REID ASSOCIATES. THE ACCURACY OF THIS APPLICATION REGARDING PREVIOUS EMPLOYERS, DATES, SALARY EARNED, REASON FOR LEAVING, ETC., WILL BE QUESTIONED. EXCESSIVE USE OF VARIOUS VICES WILL ALSO BE SPECIFICALLY QUESTIONED BY THIS TEST: EXCESSIVE GAMBLING, ALCOHOL CONSUMPTION, MARIJUANA AND DRUG USE ARE SUBJECT TO THIS SECURITY CHECK INTERVIEW.

Thillens must evaluate hundreds of applications, which takes approximately two weeks. Please do not call our office regarding the status of your application. If your application is being considered, we will call you to set up an interview.

CUSTOMER SERVICE EMPLOYMENT APPLICATION

(PLEASE PRINT)

Date _____

NAME _____
(LAST) (FIRST) (MI)

SOCIAL SECURITY # _____

HOME PHONE () _____ BUSINESS PHONE () _____

PRESENT ADDRESS _____ CITY/STATE _____ ZIP _____

PREVIOUS ADDRESSES (PAST THREE YEARS):

_____ FROM _____ TO _____
_____ FROM _____ TO _____

APPLICANT NOTE This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process, or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination based on sex, marital status, race, color, age, creed, national origin, sexual orientation, military reserve membership, ancestry, religion, height, weight, use of a guide or support animal because of blindness, deafness or physical handicap, or the presence of disabilities. Applicant is not obligated to disclose any arrest or conviction WHICH HAS BEEN SEALED OR EXPUNGED. A conviction will not necessarily bar an applicant from employment. Additional testing of job-related skills may be required prior to employment.

PAST EMPLOYMENT

MOST RECENT EMPLOYER _____

ARE YOU CURRENTLY WORKING FOR THIS EMPLOYER? YES NO
IF YES, MAY WE CONTACT? YES NO

(IF THIS IS YOUR PRESENT EMPLOYER, PLEASE LIST THE HOURS AND DAYS YOU CURRENTLY WORK)

FROM _____ TO _____ FINAL RATE PER HOUR OR WEEK _____

SUPERVISOR _____ PHONE () _____

TYPE OF WORK DONE _____

REASON FOR LEAVING _____

SECOND MOST RECENT EMPLOYER _____

CITY _____ STATE _____

FROM _____ TO _____ FINAL RATE PER HOUR OR WEEK _____

SUPERVISOR _____ PHONE () _____

TYPE OF WORK DONE _____

REASON FOR LEAVING _____

THIRD MOST RECENT EMPLOYER _____

CITY _____ STATE _____

FROM _____ TO _____ FINAL RATE PER HOUR OR WEEK _____

SUPERVISOR _____ PHONE () _____

TYPE OF WORK DONE _____

REASON FOR LEAVING _____

EDUCATION

Please circle highest grade completed 7 8 9 10 11 12 13 14 15 16 16+

NAME	CITY/STATE	GRADUATED	
HIGH SCHOOL _____	_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
COLLEGE _____	_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
OTHER _____	_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO

JOB-RELATED SKILLS

After reviewing the cover letter describing the position, please briefly describe your experience with the required skills (Microsoft Office, Accounting, data entry, etc)

AVAILABILITY

What date can you start? _____

REFERENCES

Include only individuals familiar with your work ability. Do not include relatives or names of supervisors listed on other side.

Name	Address/Phone	Years Known/Relationship
_____	_____	_____
_____	_____	_____

How did you learn of this job? _____

Comments _____

CERTIFICATION AND RELEASE

I certify that I have read and understand the applicant note on page one of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application, whether on this document or not, may result in rejection of my application or discharge at any time during my employment. I hereby authorize the company and/or its agents to verify any of this information.

SIGNATURE _____ DATE _____

MAIL TO:	THILLENS 4242 N. ELSTON AVENUE CHICAGO IL 60618	FAX TO:	773-539-1333
		EMAIL TO:	JOBS@THILLENS.COM