

AREA COMMUNITY SERVICES EMPLOYMENT & TRAINING COUNCIL (ACSET)

An Equal Opportunity Employer/Program
Auxiliary Aids and Services are Available Upon Request

EMPLOYMENT APPLICATION FOR BUSINESS SOLUTIONS REPRESENTATIVE

APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone ()	E-mail Address		
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			

EDUCATION

High School		Address	
		Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Listed below are some of the qualifications required by the Business Solutions Representative position. For each qualification listed you should explain the work you performed or training you received that will verify that you possess the skills necessary. At a minimum list:

- The work you performed or training you received;
- When it was performed or training received (list dates); and,
- Who (organization/company/institution) was the work performed for or received from.

QUALIFICATIONS

1. Interpersonal skills necessary to effectively communicate in both oral and written forms with business owners, HR personnel, state, and community agencies.

2. Customer service and customer relationship management experience.

3. Analytical ability to interpret and report on labor market information and other statistical data.

4. Inside and outside sales experience promoting and marketing services and products.

QUALIFICATIONS CONTINUED

5. Ability to apply analytical skills in identifying operational problems and application of solutions.

6. Industry sector employment experience in one or more of the following industries: Healthcare, Information technology, Agriculture, Manufacturing, Construction, and or Service.

7. Knowledge and experience working with Workforce Development, Economic Development, and Educational partners.

8. Mental ability to frequently handle pressures related to meeting deadlines and to frequently work on projects requiring follow-up and attention to detail.

QUALIFICATIONS CONTINUED

9. Knowledge of Human Resources related functions, regulations, and laws, along with the ability to assist employers to solve their Human Resource business needs.

10. High competency of information technology, Microsoft Office Suite, and telecommunication hardware.

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

DISCLAIMER AND SIGNATURE

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that false statements made by me are sufficient grounds for rejection of this application or discharge from ACSET EMPLOYMENT.

Signature

Date