



ALABAMA
PSYCHOLOGICAL SERVICES
 CENTER, LLC

Comprehensive Psychological and Counseling Services

EMPLOYMENT APPLICATION

Today's Date: _____

BASIC INFO

Full Name: _____

Cell Phone #: _____ Home Phone #: _____

Email Address: _____

Home Address: _____

Street City State Zip

Social Security #: _____ Are you legally able to work in the United States? _____

Salary Requirement: _____ Have you ever been convicted of a felony? _____

EXPERIENCE AND SKILLS

HAVE YOU HAD EXPERIENCE IN THE FOLLOWING:

	YES	NO
Typing		
Filing		
Medical Terminology		
Data Entry		
Computer Billing		
Multi-Line Phones		
Scheduling Appointments		
Word Processing		
Account Collections		
Insurance Processing		

AVAILABILITY

PLEASE INDICATE YOUR REGULAR AVAILABILITY:

Mon:	Full Time	<input type="checkbox"/>
Tues:	Part Time	<input type="checkbox"/>
Wed:	Temporary	<input type="checkbox"/>
Thurs:	Seasonal	<input type="checkbox"/>
Fri:	Weekends	<input type="checkbox"/>
	Overtime	<input type="checkbox"/>
Date Available:	Holidays	<input type="checkbox"/>

Any additional scheduling needs: _____

REFERENCES

Name:	Relationship:
Phone #:	# of years known:
Name:	Relationship:
Phone #:	# of years known:
Name:	Relationship:
Phone #:	# of years known:

EDUCATION

Last High School Attended:	Location:	Did you graduate?
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College, Trade School, Special Training:

Name of School:	Location:	Major:
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Dates Attended:	Degree/Certificate:
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Name of School:	Location:	Major:
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Dates Attended:	Degree/Certificate:
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Name of School:	Location:	Major:
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Dates Attended:	Degree/Certificate:
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EMPLOYMENT HISTORY

Please list your last 3 employers or 10 years of employment history. List your most current employer first. A resume may be substituted for employment history detail. May we contact your present employer?

Name of Employer:	Dates of Employment:
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Address:

Position:	Telephone #:
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Job Description:

Supervisor's Name:	Starting Salary:
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Reason for separation:	Ending Salary:
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Name of Employer:	Dates of Employment:
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Address:

Position:	Telephone #:
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Job Description:

Supervisor's Name:	Starting Salary:
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Reason for separation:	Ending Salary:
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Name of Employer:	Dates of Employment:
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Address:

Position:	Telephone #:
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Job Description:

Supervisor's Name:	Starting Salary:
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Reason for separation:	Ending Salary:
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PRE-INTERVIEW INFORMATION
Please answer the following questions:

1.) Please state which of your previous positions you enjoyed the most and why:

2.) Please state which of your previous positions you enjoyed the least and explain why:

3.) Briefly describe your short-term (1-year) employment goals:

4.) Briefly describe your long-term (5-year) employment goals:

I understand the information on this application is subject to verification, and I further understand that any false statements or omissions may be cause for dismissal if hired.

Signature of Applicant: _____

Date: _____