

# CUSTOMER SERVICE REPRESENTATIVE



## EMPLOYMENT APPLICATION

5915 S. PERKINS RD. STILLWATER OK 74074 - 405-377-8763



The Railroad Yard Inc. provides equal employment opportunities to all applicants for employment and prohibits violation of federal, state, or local laws through discrimination or harassment of any type.

**Incomplete applications will not be considered for employment.**

HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY? \_\_\_\_\_

FULL NAME \_\_\_\_\_ DATE AVAILABLE TO WORK: \_\_\_\_\_

**LAST, FIRST MIDDLE (required)**

Birthday \_\_\_\_\_ Social Security# \_\_\_\_\_ Drivers License # \_\_\_\_\_

Cell # \_\_\_\_\_ Home Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_ YEARS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_ YEARS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY? \_\_\_\_\_

IF SO, PLEASE EXPLAIN: \_\_\_\_\_

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**EDUCATION:**

HIGH SCHOOL \_\_\_\_\_  
NAME LOCATION GRADUATION YEAR

TRADE SCHOOL \_\_\_\_\_  
NAME LOCATION GRADUATION YEAR

COLLEGE \_\_\_\_\_  
NAME LOCATION GRADUATION YEAR

**EMPLOYMENT HISTORY - NOTE: Be as detailed as possible**

Business Name \_\_\_\_\_ Phone \_\_\_\_\_

Date of Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Position: \_\_\_\_\_

Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ May we contact them? \_\_\_\_\_

Supervisors Number: \_\_\_\_\_

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**GENERAL QUESTIONNAIRE...**

In what business software programs are you proficient (Word, Excel, Outlook Etc...) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you think is the key to providing excellent customer service? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How do you handle a difficult customer? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you prioritize your tasks when dealing with multiple customers at once? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe why you consider yourself a good candidate for our  
company? \_\_\_\_\_

\_\_\_\_\_

What is your desired salary/wages/benefits? \_\_\_\_\_

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The Railroad Yard Inc. as a condition of employment, will perform background checks and/or pre-employment drug screenings. I hereby acknowledge that I have read and understand this statement.

YOUR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NEXT STEP:** Turn in your application by one of the following:

- email to [mike@railroadyard.com](mailto:mike@railroadyard.com)
- U.S. Mail to Mike Anderson **PO BOX 2283 Stillwater, OK 74076**
- Deliver it in person to Mike Anderson @ **5915 S. Perkins Rd. Stillwater OK 74074**

**Any Questions:** Call or Text Mike Anderson at **580-628-1540**