

Application for Employment

iFurn Stores | Pain Reliever Stores | Lifetime Jewelry

Sales Representative

Today's DATE _____, 200__

Name _____ Day Phone (____) _____
 Mobile Phone _____ Other Phone _____ Email: _____
 Address _____ City _____ State _____ How Long? _____ (Mo/Yr)
 Social Security # _____ Number of Children _____ Ages _____

Because of Federal Law, answers to questions in this section are voluntary and not required for employment.

Date of Birth _____ Marital Status: S M D W SEP Weight _____
 Height _____ Race _____ Sex: M ___ F ___
 Spouses Name _____ Spouses Occupation _____

Do you have any hour limitations for working? No ___ Yes ___ (Please Explain)

Do you have any health problems? _____ Condition of Health: _____

Current Employment:

Are you Currently Employed? ___ Yes ___ No If so where:

Company Name _____
 Address _____ City _____ State _____ Zip _____
 Contact Person: _____ Contact Phone#(____) _____
 Dates of employment: From _____ to _____ Wage/Salary _____ hr/mo/yr
 Describe your job responsibilities: _____

What did you enjoy most about this position? _____

What did you enjoy least? _____

Why are you leaving this position?

Past Employment: (most recent first)

1. Company Name and Address _____

Employed from (date) _____ to _____ Salary _____ hr/mo/yr Phone _____

Describe your job responsibilities _____

What did you enjoy most about this position? _____

What did you enjoy least? _____

Reason For Leaving? _____

2. Company Name and Address _____

Employed from (date) _____ to _____ Salary _____ hr/mo/yr Phone _____

Describe your job responsibilities _____

What did you enjoy most about this position? _____

What did you enjoy least? _____

Reason For Leaving? _____

3. Company Name and Address _____

Employed from (date) _____ to _____ Salary _____ hr/mo/yr Phone _____

Describe your job responsibilities _____

What did you enjoy most about this position? _____

What did you enjoy least? _____

Reason For Leaving? _____

List References:

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

Education/Skills

Highest level of education attained: (circle one 12 13 14 15 16+)

List degrees obtained: _____

Have you had any customer service, telemarketing or sales experience? Please Describe...

Basic Computer Skills/Knowledge

____ Microsoft Word ____ Microsoft Excel ____ Microsoft Access

____ Microsoft Outlook ____ Other (Please List):

Describe your computer skills:

List the Accounting or business software you have used proficiently:

Do you feel you are average? _____

Based on the job description, how do you feel you would be suited for this position?

Have you ever been convicted of a felony?

Yes ____ (describe) _____

No ____

Rate your filing skills:

Terrible ____ **Under Par** ____ **Just Okay** ____ **Pretty Good** ____ **Great** ____ **Can't be Beat** ____

Rate your typing skills:

Peck ____ Need Practice ____ Adequate ____ Good ____ Smokin' ____

Typing speed _____ wpm.

Continued on Next Page...

What Kind Of Person Are You?

People frequently complain that nobody understands them, and it's not surprising, since nobody really understands him/herself as well as they would like to. Its fun getting to know yourself better and psychologists have come up with a new and interesting way to gain further insight into the kind of person you are.

The following test is based on the findings of a series of studies conducted by psychologist Robert H. Knapp and his colleagues at Wesleyan University. Each of the phrases used in the test has been pre-tested on hundreds of men and women, and found to provide an amazingly accurate index to their characters. Here is a list of key phrases which the psychologists find most effective in revealing personality.

To take the test, select from the 18 phrases the one which most closely symbolizes the image you have of yourself.

SELECT JUST ONE OF THE EIGHTEEN PHRASES FROM THE ENTIRE PAGE

GROUP A	GROUP D
____ An Electric Generator	____ A racing horse
____ A surging Tide	____ A cracking whip
____ A humming Teakettle	____ A plunging waterfall
GROUP B	GROUP E
____ A shaft of light	____ A tangled string
____ A lilting Melody	____ A boat lost in the mist
____ A bird rising in flight	____ A trapped moth
GROUP C	GROUP F
____ A leafless tree	____ A gently swaying tree
____ A water-worn pebble	____ A wandering cloud
____ A weathered anchor	____ A balloon floating in the sky

I authorize all schools, credit bureaus, and law enforcement agencies to supply information concerning my background, and I authorize all past employers to release employment information concerning my employment records. I understand that I have a right to request disclosure of the nature, scope, and results of such an inquiry. I understand that if any statement herein is not true, offers of employment may be withdrawn.

Signed _____ Date _____

iFurn Stores | Pain Reliever Stores | Lifetime Jewelry Sales Job Description

Position Summary:

Handles incoming calls with the intent of providing customer satisfaction and retention. Selling is the primary function of this position. Will require extensive knowledge of the company's brands and products that it has chosen to publish on line.

Duties & Responsibilities:

Primary Responsibilities
<ul style="list-style-type: none"> Responsible for utilizing customer service, negotiation and sales skills to identify sales/retention opportunities, answer questions and overcome objectives with the purpose of selling products on line.
<ul style="list-style-type: none"> Ensure that administrative processes are completed on time and in a high quality manner
<ul style="list-style-type: none"> Communicate via telephone or email with customers regarding available products online for purchase.
<ul style="list-style-type: none"> Gather information or do research per customers request in a timely and efficient manner through utilization of catalogs, training or MFG's reps
<ul style="list-style-type: none"> Provide timely and accurate information to incoming customer status and product knowledge request
<ul style="list-style-type: none"> Provide timely feed back to the sales manger regarding service failures or customers concerns
<ul style="list-style-type: none"> Create and maintain files that will allow you to follow up with customers that you have spoken with that have not yet Made their purchase
<ul style="list-style-type: none"> Work with Sales Manager to set and then obtain daily, weekly and monthly sales goals
<ul style="list-style-type: none"> Attend sales meetings or educational activities to stay up to date on the latest developments, trends, techniques, product etc in our market place
<ul style="list-style-type: none"> Pass along any information that you may glean from a customer in regards to product they would like to see, services that the company needs to add.
<ul style="list-style-type: none"> Share success and failures of your own personal selling experiences to assist and improve your fellow sales team member
<ul style="list-style-type: none"> Inform management of the success and failures that your customers share with you from our outside vendors.

Secondary Duties (if Applicable):

- Attend additional product knowledge training seminars
- Some responsibilities towards merchandising a particular site with your input and knowledge may be expected as well
- Work with manufactures
- Perform any other duties as requested of you by the Sales Manager or upper level management.

Job Requirements:

Education:	
Experience:	
Skills:	<p>Customer focused</p> <p>Team focused</p> <p>Strong written and verbal skills – including grammar, English, spelling and composition.</p> <p>The ability to multi task</p> <p>Excellent organizational skills</p> <p>Strong follow up skills</p>
Computer Abilities:	
Organizational Behaviors:	<p>Team player</p> <p>Self starter</p> <p>Communication</p> <p>Integrity</p>
Physical Requirements:	Ability to sit and work at a computer for 8 hours per day.