



Employment Application for Customer Care Representative

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit #

City State ZIP Code

Phone: Email

Date Available: Desired Salary: \$

Position Applied for:

Are you authorized to work in the U.S.? YES NO (Proof of eligibility will be required if employed)

Are you over the age of 18 years? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

High School: Address:

Did you graduate? YES NO Diploma:

College: Address:

Did you graduate? YES NO Degree:

Other: Address:

Did you graduate? YES NO Degree:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ ;

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Applicants can email applications to: abeard@wheatstate.com (or) mail applications to:
Wheat State
Attn: Human Resources
PO Box 320
Udall KS 67146

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I understand that false or misleading information in my application or interview may result in disqualification for employment consideration or, if hired, may be grounds for termination from the company or its subsidiaries. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

Signature: _____ Date: _____

Job Description

Onsite, Full-time position; medical, dental, vision, and 401k benefits available.

We are looking for a Customer Care Representative to join us onsite in our Udall, KS location. You will be responsible for helping customers by providing product and service information.

Responsibilities:

- Direct contact with customers via Phone, Email, or in Person
- Handle customer inquiries and complaints
- Provide information about available services
- Be accurate and timely in any follow-up needed with customers
- Troubleshoot any service issues or concerns
- Document and update customer records based on interactions
- Develop and maintain a knowledge base of our services
- Perform other duties as assigned

Qualifications:

- High school graduate, GED, or equivalent work experience
- Previous experience in customer service is ideal
- Ability to build rapport with customers
- Ability to prioritize and multitask
- Positive and professional demeanor
- Excellent written and verbal communication skills
- Familiar with Microsoft Office programs

What will put you ahead:

- Strong attention to detail and organization
- Ability to work as a member of a team
- Previous customer service experience