



American Purchasing Society

APPLICATION FOR ESSENTIAL PRINCIPLES OF PURCHASING CERTIFICATE

Please type or print clearly and provide the information requested below.

NAME _____ BIRTH DATE _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

IF EMPLOYED, PRESENT COMPANY OF EMPLOYMENT _____

TITLE _____

BUSINESS ADDRESS _____

CITY _____ STATE _____ ZIP _____

BUSINESS TELEPHONE () _____ HOME TELEPHONE () _____

FAX () _____ E-MAIL _____ CITIZEN OF _____

TYPE OF BUSINESS _____

Please answer the following questions.

1. Please submit a list of schools you have attended, indicating your highest grade completed, if you graduated, dates attended, degree or degrees you earned, areas or courses of specialty, and your standing in the class if known. **Submit confirmation of your attendance and diploma or degree earned.** List any other or additional courses or seminars you have taken.
2. If you are over the age of 25, please submit a complete resume giving sufficient detail to indicate or measure your progress, managerial ability, and business exposure. Be sure to give dates of employment, your official title, and name and title of your immediate supervisor. Indicate the number of people you supervised in each position, if any.
3. Do you believe you are financially responsible in both your business and personal affairs? If you were taking a job as president of a bank, what evidence could you show as examples of your financial trustworthiness?

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4. Have you ever declared bankruptcy? If so, please give the date, the jurisdiction and the circumstances. Certain financial situations can disqualify a candidate from earning certification.
5. Have you ever been convicted of a felony? Answer yes or no. If yes, please provide the crime, date, court jurisdiction and state, sentence and current status. Conviction of a felony will usually disqualify a candidate from earning certification.
6. Do you belong to any professional organizations and clubs? What are they?
7. Why are you applying for the Essential Principles of Purchasing Certificate?

Submit comments or explain any entry above deemed necessary for clarification. Submit any other data you feel pertinent.

I hereby apply for the Essential Principles of Purchasing Certificate and swear that all statements made by me on this form, to the best of my knowledge, are true and factual. I agree to and permit any investigation into my background that the American Purchasing Society deems necessary. I will conduct myself in a businesslike and ethical way. I understand that if I earn the Essential Principles of Purchasing Certificate that I will not be allowed to apply for the Certified Purchasing Professional (CPP) for two years following.

Date _____ Applicant's Signature _____

Processing and Course Fees (Remittance must accompany application and is non-refundable)

Included are the Essential Principles of Purchasing application processing fee, _____
The Fundamentals of Business Buying and Purchasing Management online course, _____
and the Preparation for CPP Exam three week online course (dates chosen later). _____

Add American Purchasing Society membership. _____

Total Enclosed \$ _____

Please remit with this completed form to:
Certification Secretary
American Purchasing Society
North Island Center
8 E. Galena Blvd., Suite 406
Aurora, IL 60506

PAYMENT METHOD

☐ Check ☐ Amex ☐  MC ☐ Visa  # _____ Exp. Date _____

Name on Card: _____ CCV Number _____

Card Billing Address: _____ City _____ State _____ Zip _____