



EMPLOYMENT APPLICATION

| | | |
|--------------------------------------|-------------------|----------------------------------|
| Last Name: | First Name: | Date |
| Street Address: | | Apt #: |
| City : | State: | Zip Code: |
| Cell Number: | Alternate Number: | Email Address: |
| Maximum commute one direction: _____ | | How did you hear about us? _____ |

| | |
|--|---|
| Are you looking for permanent work? Yes No | Minimum salary requirements: _____ per hour |
|--|---|

| | | | |
|------------------------|------------------|-------------------|----------|
| Type of work desired?: | Administrative | Executive Support | Clerical |
| | Customer Service | Creative | Sales |
| | Accounting | Labor | Retail |

| |
|---|
| Have you worked for a staffing service before?: Yes No If yes, Which ones and where: _____ |
|---|

EDUCATION

| | | |
|-----------------------|--------------|---------|
| High School: | City, State | Degree: |
| College/Trade School: | City, State: | Degree: |
| Graduate School: | City, State: | Degree: |

EMPLOYMENT HISTORY

| | |
|--|---------------------|
| Most Recent Employer: | |
| Start Date: | End Date: |
| Address: | Telephone: |
| Your Title: | Supervisor's Name: |
| List job responsibilities, including computer programs used: | |
| Reason for Leaving: | |
| Starting hourly wage: | Ending hourly wage: |

Previous Employer:

Start Date:

End Date:

Address:

Telephone:

Your Title:

Supervisor's Name:

List job responsibilities, including computer programs used:

Reason for Leaving:

Starting hourly wage:

Ending hourly wage:

Previous Employer:

Start Date:

End Date:

Address:

Telephone:

Your Title:

Supervisor's Name:

List job responsibilities, including computer programs used:

Reason for Leaving:

Starting hourly wage:

Ending hourly wage:

Have you since the age of 18 ever been convicted of a misdemeanor or felony? Yes No

If yes, what is the date and nature of your conviction?: _____

(Note: A conviction will not necessarily bar you from employment. Each conviction will be considered on its merits with respect to time circumstances and seriousness.)**PROFESSIONAL REFERENCES**

Name:

Relationship:

Phone:

Name:

Relationship:

Phone:

Name:

Relationship:

Phone:

AVAILABILITY

Days

Weekends

Swing

Graveyard

LANGUAGES

| Languages Spoken | Read | Write | Speak |
|-----------------------|------|-------|-------|
| English | | | |
| Spanish | | | |
| French | | | |
| Russian | | | |
| Hmong | | | |
| ASL | | | |
| Other language: _____ | | | |

COMPUTER SKILLS

| | Beginning | Intermediate | Advanced |
|------------------|-----------|--------------|----------|
| Microsoft Word | | | |
| Microsoft Access | | | |
| Microsoft Excel | | | |
| Outlook | | | |
| Publisher | | | |
| Adobe Photoshop | | | |
| Internet | | | |
| CAD/CAM | | | |
| Lotus Word | | | |
| WordPerfect | | | |
| PowerPoint | | | |
| QuickBooks | | | |
| Peachtree | | | |
| Timberline | | | |

TYPING AND DATA ENTRY

Typing Speed: _____ WPM Alpha Numeric: _____ KSPH 10 Key: _____ KSPH

CLERICAL

| | | |
|----------------------|----------------|---------------|
| Copy Machine | Filing-Subject | Proof Reading |
| Fax machine | Inventory | Records |
| Filing-Alpha Numeric | Mail | Stock |
| Filing Numeric | Messenger | |

CUSTOMER SERVICE

| | | |
|--------------|-------------|-----------|
| Demonstrator | Call Center | Help Desk |
| Sales | Retail | Typing |

INDUSTRIAL

| | | |
|---------------------|------------------|--------------------|
| Heavy Labor | Pallet Jack | Building Trades |
| Inventory | Assembler | Forklift |
| Janitor | Inspection | Shipping/Receiving |
| Loading & Unloading | Packing/Wrapping | Truck Driver |

Person we should contact in case of emergency:

Name _____

Phone _____

I understand and agree:

- a: that the information on this application is true to the best of my knowledge and any misstatement is grounds for my release.
- b: not to publish, disclose or utilize any confidential information of your company or clients where you send me to work; and I will assign and disclose to your client and invention perfected or conceived during my hours of work for such client and will sign all papers necessary to enable your client to patent these inventions and to obtain copyrights;
- c: that the terms of my employment with Key Personnel shall be limited to the duration of any temporary assignments hereunder;
- d: that I will not solicit nor accept any work with the clients of Key Personnel without prior written notice to Key Personnel;
- f: that I authorize you to contact my former employers for reference checks.

Signature _____

Date _____

We will not use the information on this application to discriminate against any individual with respect to their compensation, terms, conditions, or privileges of employment because of race, color, age, sex, national origin or physical handicap.

For Office Use Only:

Skill Assessments:

_____ WPM

Word: _____

Excel: _____

_____: _____

_____: _____

_____: _____

Notes:

References:

Previous commitments:
