

Application for Employment

Personal Information

Referred by: Internet site _____ Post/News Print Ad Friend _____ Other:

Name: (Last) _____ (First) _____ (MI) _____ (Nickname) _____ Date: _____

Street Address: _____ Apt. # _____

City: _____ State: _____ Zip: _____

E-mail Address: _____ Home Phone: _____ Cell Phone: _____

Emergency contact: _____ Relationship: _____ Phone: _____

Education

Do you have a high school diploma? _____ GED? _____ Name of high school: _____

Are you currently a student? _____ What school are you attending? _____

Years of college completed: _____ School: _____ Major: _____ Degree: _____

Other education/training: _____

Employment History

Current employer if employed: _____ Supervisor's name and title: _____

Address: _____ Phone: _____

Salary/hourly rate: _____ Your title: _____ Date hired: _____

Responsibilities: _____ Reason for wanting to leave: _____

Previous Employers: (Please list most recent position first).

1) Employer name: _____ Supervisor's name and title: _____

Address: _____ Phone: _____

Salary/hourly rate: _____ Your title: _____

Dates employed _____ to _____ Reason for leaving: _____

Responsibilities: _____

2) Employer name: _____ Supervisor's name and title: _____

Address: _____ Phone: _____

Salary/hourly rate: _____ Your title: _____

Dates employed _____ to _____ Reason for leaving: _____

Responsibilities: _____

3) Employer name: _____ Supervisor's name and title: _____

Address: _____ Phone: _____

Salary/hourly rate: _____ Your title: _____

Dates employed _____ to _____ Reason for leaving: _____

Responsibilities: _____

Please specify what type of positions you are seeking: _____

Minimum hourly rate required: _____

Which are you seeking? (circle all that apply) temporary temp-to-hire permanent full-time part-time

Work Experience – Please check the box and indicate your level of experience for each area in which you are qualified. B = Basic I = Intermediate A = Advanced

ADMINISTRATIVE:

- | | | |
|--|---|---|
| <input type="checkbox"/> ___ Receptionist | <input type="checkbox"/> ___ Switchboard Operator | <input type="checkbox"/> ___ Administrative Assistant |
| <input type="checkbox"/> ___ Executive Assistant | <input type="checkbox"/> ___ Legal Secretary | <input type="checkbox"/> ___ Medical Secretary |
| <input type="checkbox"/> ___ Customer Service | <input type="checkbox"/> ___ Data Entry | <input type="checkbox"/> ___ Typing |
| <input type="checkbox"/> ___ Dictaphone | <input type="checkbox"/> ___ File Clerk | <input type="checkbox"/> ___ Mail Clerk |
| <input type="checkbox"/> ___ Telemarketing | <input type="checkbox"/> ___ Ten Key | <input type="checkbox"/> ___ Scanning |

COMPUTER SKILLS:

- | | | |
|--|---|--|
| <input type="checkbox"/> ___ IBM | <input type="checkbox"/> ___ Macintosh | <input type="checkbox"/> ___ ACT |
| <input type="checkbox"/> ___ Microsoft Word | <input type="checkbox"/> ___ Microsoft Excel | <input type="checkbox"/> ___ WordPerfect |
| <input type="checkbox"/> ___ Great Plains | <input type="checkbox"/> ___ Microsoft Access | <input type="checkbox"/> ___ Microsoft Outlook |
| <input type="checkbox"/> ___ E-mail | <input type="checkbox"/> ___ HTML | <input type="checkbox"/> ___ Internet |
| <input type="checkbox"/> ___ Webpage Design | <input type="checkbox"/> ___ Oracle | <input type="checkbox"/> ___ SAP |
| <input type="checkbox"/> ___ Adobe Illustrator | <input type="checkbox"/> ___ Adobe Photoshop | <input type="checkbox"/> ___ Corel Draw |
| <input type="checkbox"/> ___ Microsoft Publisher | <input type="checkbox"/> ___ QuarkXPress | <input type="checkbox"/> ___ Peachtree |
| <input type="checkbox"/> ___ PeopleSoft | <input type="checkbox"/> ___ JD Edwards | <input type="checkbox"/> ___ AS400 |
| <input type="checkbox"/> ___ Quicken | <input type="checkbox"/> ___ QuickBooks | <input type="checkbox"/> ___ InDesign |
| <input type="checkbox"/> ___ PowerPoint | <input type="checkbox"/> ___ Other _____ | |

ACCOUNTING:

- | | | |
|---|---|--|
| <input type="checkbox"/> ___ Staff Accountant | <input type="checkbox"/> ___ CPA | <input type="checkbox"/> ___ Billing |
| <input type="checkbox"/> ___ Accounts Payable | <input type="checkbox"/> ___ Accounts Receivable | <input type="checkbox"/> ___ General Ledger |
| <input type="checkbox"/> ___ Payroll | <input type="checkbox"/> ___ Bookkeeping | <input type="checkbox"/> ___ Credit/Collections |
| <input type="checkbox"/> ___ Financial Statements | <input type="checkbox"/> ___ Individual Tax Returns | <input type="checkbox"/> ___ Corporate Tax Returns |
| <input type="checkbox"/> ___ Budgeting | <input type="checkbox"/> ___ Audit | <input type="checkbox"/> ___ Ceridian |
| <input type="checkbox"/> ___ Sarbanes-Oxley | <input type="checkbox"/> ___ Financial Analysis | <input type="checkbox"/> ___ ADP |
| <input type="checkbox"/> ___ Other _____ | | |

PROFESSIONAL AND INDUSTRY BACKGROUND:

- | | | |
|--|---|---|
| <input type="checkbox"/> ___ Advertising | <input type="checkbox"/> ___ Banking | <input type="checkbox"/> ___ Call Center |
| <input type="checkbox"/> ___ Construction | <input type="checkbox"/> ___ Engineering | <input type="checkbox"/> ___ Finance |
| <input type="checkbox"/> ___ Healthcare | <input type="checkbox"/> ___ Human Resources | <input type="checkbox"/> ___ Information Technology |
| <input type="checkbox"/> ___ Insurance | <input type="checkbox"/> ___ Inventory | <input type="checkbox"/> ___ Legal |
| <input type="checkbox"/> ___ Marketing | <input type="checkbox"/> ___ Management | <input type="checkbox"/> ___ Medical |
| <input type="checkbox"/> ___ Mortgage | <input type="checkbox"/> ___ Oil & Gas | <input type="checkbox"/> ___ Operations Manager |
| <input type="checkbox"/> ___ Project Manager | <input type="checkbox"/> ___ Public Relations | <input type="checkbox"/> ___ Purchasing |
| <input type="checkbox"/> ___ Real Estate | <input type="checkbox"/> ___ Recruiter | <input type="checkbox"/> ___ Sales |
| <input type="checkbox"/> ___ Other _____ | | |

Availability

Please indicate dates and times when you are available to work:

Days	Times	
Sunday	From: _____	To: _____
Monday	From: _____	To: _____
Tuesday	From: _____	To: _____
Wednesday	From: _____	To: _____
Thursday	From: _____	To: _____
Friday	From: _____	To: _____
Saturday	From: _____	To: _____

When are you available for work? _____

Would you be willing to work overtime if necessary?

Yes No

Additional Comments:

Location

Please indicate locations that you prefer to work in by checking the appropriate box. (If you are not familiar with the area, list where you live). Main intersection near your home: _____

Area	Yes	No	Comments	Area	Yes	No	Comments
Arvada				Golden			
Aurora				Highlands Ranch			
Centennial				Lakewood			
Cherry Creek				Littleton			
Commerce City				Longmont			
Denver – Downtown				Northglenn			
Denver – North				Parker			
Denver – South				Thornton			
Denver Tech Center				Westminster			
Englewood				Wheat Ridge			

References – Former Employers

Please list the names and daytime phone numbers of three former supervisors.

Supervisor's Name	Supervisor's Title	Company	Telephone Number	Yrs. Acquainted

Record

Please explain any condition that may limit your ability to perform any temporary assignment. (This answer is voluntary, and will be kept confidential). _____

Do you object if Personnel Plus requests an employment background check, including credit and criminal history? Y N

Do you object if Personnel Plus supplies a summary of work experience and skills to a client in which you are being considered for a temporary or permanent assignment? Y N

Do you object to participating in an interview at a client in which you are being considered for an assignment? Y N

Do you object to taking a pre-employment drug screen? Y N

Have you ever been convicted of a crime (excluding minor traffic violations)? Y N
Conviction will not necessarily disqualify an applicant from employment.

If you answered yes to any of the above questions, please explain:

Agreement:

I authorize the investigation of all statements contained in this application and accompanying resume, if any. I understand that misrepresentation, or omission, of fact called for is cause for dismissal. FURTHER, I UNDERSTAND THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE, UNLESS OTHERWISE REQUIRED BY LAW. I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. I further understand that I may not solicit or accept employment from a Personnel Plus client to which I have been assigned within one year from the last day of the assignment without the permission of Personnel Plus.

Signature: _____ Date: _____