

APPLICATION

CLERICAL

NAME (LAST)		FIRST	MIDDLE	DATE	WHAT TYPE OF WORK ARE YOU SEEKING?			WILL YOU WORK AS TEMPORARY? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU INTERESTED IN PERMANENT <input type="checkbox"/> YES <input type="checkbox"/> NO
STREET ADDRESS				APARTMENT NO.	DATE AVAILABLE TO START WORK	CIRCLE DAYS AVAIL.	DAY HOURS	NIGHT HOURS	WILL YOU ACCEPT SAME DAY ASSIGNMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
CITY	STATE		ZIP		HAVE YOU EVER WORKED FOR A TEMPORARY SERVICE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHICH ONES? M T W T H F S S U		AVAILABLE LONG TERM? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HOME PHONE	CELL PHONE	CELL CARRIER	Permission	NAMES AND ADDRESSES OF FIRMS WORKED FOR AS A TEMPORARY?					
E-MAIL ADDRESS	SOCIAL SECURITY NUMBER			1.					
PERSON TO NOTIFY IN CASE OF EMERGENCY				PHONE		2.			
3.									

ARE YOU A STUDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU HAVE A CAR? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU ON A BUS LINE? <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF WORK DESIRED	FIRST JOB PREFERENCE:	SECOND JOB PREFERENCE:	THIRD JOB PREFERENCE:		
EDUCATION				EDUCATION			HOW WERE YOU REFERRED?	
HIGHEST GRADE	HIGH SCHOOL	MAJOR	YEAR GRADUATED	HIGHEST GRADE	COLLEGE/OTHER	DEGREE/MAJOR	YEAR GRADUATED	<input type="checkbox"/> WEBSITE <input type="checkbox"/> FRIEND <input type="checkbox"/> FACEBOOK <input type="checkbox"/> OTHER
1 2 3 4				1 2 3 4				EMPLOYEE _____

PREVIOUS EMPLOYERS	DATES	NAME OF EMPLOYER	ADDRESS	PHONE NUMBER	LAST SUPERVISOR	TYPE OF WORK	SALARY	REASON RESIGNED

CHECK ONLY SKILLS WHERE YOU HAVE WORK EXPERIENCE. ESTIMATE YOUR SKILL 1 (GOOD) 2 (AVERAGE) 3 (FAIR)

TYPING EQUIP				CLERICAL			SECRETARIAL			SOFTWARE			HARDWARE			LANGUAGES			TEST RESULTS				
1	2	3		1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2			
MOBILE PHONE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FILING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ENGINEERING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AUTOCAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MICROSOFT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FILE CLERK			
TABLET DEVICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALPHA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EXECUTIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CORELL DRAW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MAC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 KEY			
COMPUTER/PC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NUMERIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEGAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LOTUS NOTES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LINUX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TYPING			
TYPEWRITER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CODING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MICROSOFT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					SPELLING			
				POSTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STENO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ACCESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ACCOUNTING SOFTWARE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MATHEMATICS			
				TELEMARKETING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEGAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WINDOWS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ADP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
				CUSTOMER SVC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEDICAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WORD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PAYCHEX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PORTUGUESE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				OTHER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TYPING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WORKS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PEACHTREE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SPANISH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								LETTERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EXCEL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QUICKBOOKS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								BILLING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POWERPOINT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QUICKBOOKS PRO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								LABELS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OPEN OFFICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QUICKBOOKS online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								SHORTHAND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GOOGLE CHROME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QUICKBOOKS payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								SPEED WRITING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FIREFOX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ONE-WRITE PLUS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								FAST LONG HAND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INTERNET EXP.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WAVE ACCOUNTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
												OUTLOOK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GUSTO PAYROLL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
												GOOGLE APPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
												GMAIL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
												Adobe Photo Shop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
												Adobe Illustrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
												Adobe Acrobat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
												APPLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
												PAGES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
												NUMBERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
												PRESENTATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
												IOS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
												ANDROID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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																					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

READ

PORTUGUESE

SPANISH

OTHER

WRITE

PORTUGUESE

SPANISH

OTHER

