

APPLICANT INFORMATION

Date _____ Interviewer _____

Applicant Name _____ Email _____

Address _____ City, State & Zip _____

Home Phone _____ Cell _____ Business _____

Languages spoken fluently _____ Available for temporary or part time work? Yes
_____ No _____

Transportation MTA /CAR Earliest Start time (AM) _____ Latest (PM) _____ Date Avail. to Start Work _____

EDUCATION: GED HS SOME COLLEGE AAS BS/BA MBA/MS PHD CPA

College Attended _____

Degree Obtained _____ Major _____ Minor _____

Year Graduated _____ Cumulative GPA _____ Major GPA _____

VETERAN: (Yes/No) _____

Rank in order of priority (1= Highest Priority, 6 = Lowest Priority)

_____ Benefits _____ Money _____ Location _____ Advancement _____ Challenges _____ Security

List 3 things you LIKE about your present or last job/company:

- 1. _____
- 2. _____
- 3. _____

List 3 things you DON'T LIKE about your present or last job/company:

- 1. _____
- 2. _____
- 3. _____

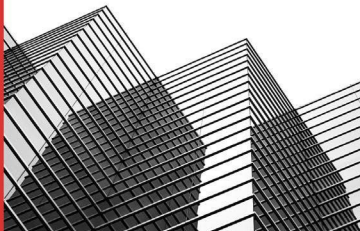
How did you hear about us? _____

How long have you been searching for employment? _____

Please list any company that you have contacted for employment or where you have worked as a temp. This will eliminate any duplication of efforts and conflicts. Please provide company name, contact, phone number or email.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Please Turn Application Over



EMPLOYMENT HISTORY

Please complete below for all of the jobs that you've held within the past 5 years. Begin with the most recent position. Additional forms are available on request.

Company Name _____ **Type of Business** _____

Address _____ **City** _____ **State** _____ **Phone** _____

Dates of Employment: From _____ **To:** _____ **Position Held** _____

How obtained? Agency _____ **Personal Referral** _____ **Direct Hire** _____ **Ad** _____ **Other** _____

Who Hired You? _____ **Phone Number** _____

Direct Supervisor's Name, Title, & Email _____

Direct Supervisor's Phone Number _____ **can we contact for a reference** Yes _____ No _____

Other Managers or Subordinates, Names & Titles: _____

Description of Job Duties: _____

Total # of employees at company _____ **Number of employees in your Dept.** _____

Reason for Leaving (please be specific) _____

Company Name _____ **Type of Business** _____

Address _____ **City** _____ **State** _____ **Phone** _____

Dates of Employment: From _____ **To:** _____ **Position Held** _____

How obtained? Agency _____ **Personal Referral** _____ **Direct Hire** _____ **Ad** _____ **Other** _____

Who Hired You? _____ **Phone Number** _____

Direct Supervisor's Name, Title, & Email _____

Direct Supervisor's Phone Number _____ **can we contact for a reference** Yes _____ No _____

Other Managers or Subordinates, Names & Titles: _____

Description of Job Duties: _____

Total # of employees at company _____ **Number of employees in your Dept.** _____

Reason for Leaving (please be specific) _____

FOR OFFICE USE ONLY

RATES: TEMP \$ _____/HR TP \$ _____/HR PERM \$ _____

NOTES

SKILL CODES: _____/ _____ / _____ / _____ /

SKILL CODES: _____/ _____ / _____ / _____ /