Name: _____, _____ _____ Date: _____/_____/_____
Last **First** **MI**

Address: _____ Apt# _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____-_____ Cellular / Pager: (____) _____-_____

SS#: _____-_____-_____ E-Mail: _____

Have you previously worked for a temp service? ____yes ____no If so, which one_____?

Minimum: hrly_____annual_____How did you hear about us?_____

Are you seeking_____temp or_____permanent position? Shift:_____day and/or _____evening?

Have you ever been convicted of a crime ? ___yes ___no If yes, explain_____
*Some clients require fingerprints or background checks. Do we have your permission to verify?_____

Education History

High School Graduate ____yes ____no? Grades Completed ____ GED Year_____College Degree____yes____no?

Major_____Year Graduated_____Advanced Degrees_____?

Recent Professional References

Company Name:_____ Company Name:_____

Supervisor: _____ Supervisor: _____

Phone#: (____) _____-_____ Phone #: (____)_____-_____

Emp'd from: ____/___/___to ___/___/___ Emp'd from:___/___/___to___/___/___
Okay to contact? _____Yes _____No Okay to contact?_____Yes_____No

Skills

Word Processing
__MS Word/Win
__Excel
__PowerPoint
__Access
__Desktop publishing
__Quark Exp
__Photoshop

Clerical
__File Clerk
__Proof Reader
__Mailroom

Accounting
__Full Charge
__Posting A/P, A/R
__QuickBooks
__Payroll
__CPA

Secretarial
__Typing WPM
__Legal
__Medical
__Data Entry

Licenses
__Series 7
__Series 63
__Other

Service Area
__Telemarketing
__Sales
__Retail

IT/Tech_
__Permanent
__Consulting
_____Specialty

Other Languages
_____Read/Write
_____Read/Write
_____Read/Write

By signing below, I understand that once placed in a temporary assignment by the agency, since I am an employee of the agency, I cannot accept a permanent position with said client company without written approval. I must notify the agency of any (lateness, or changes in assignment, etc.); I agree to represent the agency in a professional manner. As a temp agency we cannot guarantee the length of assignments.

Signature:_____ **Date:**___/___/___

Interviewer's Notes: Interviewed By_____

_____

_____

_____

_____

Test Scores:
_____
_____
_____
_____