

- PLEASE ANSWER ALL QUESTIONS -

DATE: _____

| | | | | | | | | | | | | | | | |
|--|--|----------------------|--|----------------|--|---|-------|-----------------------|----|---|-----------------|---|---|---|--|
| LAST NAME | | FIRST | | MI | | Why are you seeking temporary employment? | | | | Will you work as a temporary? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Are you interested in a permanent position? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| STREET ADDRESS | | | | APT | | DATES AVAILABLE FOR WORK | | CIRCLE DAYS AVAILABLE | | | SHIFT AVAILABLE | | Will you accept same day arrangement? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| CITY | | STATE | | ZIP | | START | UNTIL | S | M | T | W | TH | F | S | Available for long-term assignments? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| HOME PHONE | | BUSINESS/OTHER PHONE | | E-MAIL ADDRESS | | Have you ever worked for a temporary service? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | If yes, which one(s)? | | | | | |
| Person to notify in case of emergency. | | | | PHONE | | LIST NAMES AND ADDRESSES OF FIRMS YOU WORKED FOR AS A TEMPORARY | | | | | | | | | |
| ADDRESS | | | | APT | | 1. | | | 4. | | | | | | |
| CITY | | | | STATE | | 2. | | | 5. | | | | | | |
| | | | | | | 3. | | | 6. | | | | | | |

| PREVIOUS EMPLOYERS (PERMANENT) | DATES | | NAME OF EMPLOYER | ADDRESS | PHONE NO. | SUPERVISOR | TYPE OF WORK | SALARY | REASON FOR LEAVING |
|--------------------------------|-------|----|------------------|---------|-----------|------------|--------------|--------|--------------------|
| | FROM | TO | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

***** CHECK ONLY THE SKILLS IN WHICH YOU HAVE WORK EXPERIENCE *****

| CLERICAL SKILLS | OFFICE MACHINES | TYPING | COMPUTER SKILLS - Hardware | WORD PROCESSING HARDWARE | MISCELLANEOUS | TEST RESULTS |
|---|--|---|--|--|---|--|
| Filing: <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Microfilm <input type="checkbox"/> Coding <input type="checkbox"/> Figures <input type="checkbox"/> Collating <input type="checkbox"/> Addressing <input type="checkbox"/> Receptionist <input type="checkbox"/> Mailroom <input type="checkbox"/> Telephone <input type="checkbox"/> Inventory <input type="checkbox"/> Proofreading TRANSCRIPTION <input type="checkbox"/> Tape <input type="checkbox"/> Belt <input type="checkbox"/> Disc <input type="checkbox"/> Switchboard TELEPHONE EQUIPMENT Make/Model _____ _____ _____ | <input type="checkbox"/> 10-Key Operation <input type="checkbox"/> Calculator <input type="checkbox"/> Teletype <input type="checkbox"/> Stenotyper <input type="checkbox"/> Telex BOOKKEEPING <input type="checkbox"/> Full Charge <input type="checkbox"/> Assistant <input type="checkbox"/> Accounts Receivable <input type="checkbox"/> Accounts Payable <input type="checkbox"/> Payroll <input type="checkbox"/> Bank Reconciliation <input type="checkbox"/> General Ledger <input type="checkbox"/> Trial Balance <input type="checkbox"/> Credit <input type="checkbox"/> Collection SECRETARIAL <input type="checkbox"/> Executive Secretary <input type="checkbox"/> Legal <input type="checkbox"/> Medical <input type="checkbox"/> Engineering <input type="checkbox"/> Steno System <input type="checkbox"/> Steno Speed _____ WPM <input type="checkbox"/> Dictaphone _____ | <input type="checkbox"/> Speed Writing <input type="checkbox"/> Bi-Lingual _____ _____ TYPING <input type="checkbox"/> IBM <input type="checkbox"/> CRT Operator <input type="checkbox"/> Electronic <input type="checkbox"/> Memory <input type="checkbox"/> Speed _____ WPM Make/Model _____ MATERIAL <input type="checkbox"/> Correspondence <input type="checkbox"/> Statistical <input type="checkbox"/> Manuscript <input type="checkbox"/> Labels <input type="checkbox"/> Billing <input type="checkbox"/> Technical _____ _____ | COMPUTER SKILLS - Hardware <input type="checkbox"/> IBM PC (or compatible) <input type="checkbox"/> Apple <input type="checkbox"/> NCR <input type="checkbox"/> AT&T <input type="checkbox"/> Other (Make/Model): _____ _____ _____ COMPUTER SKILLS - Software <input type="checkbox"/> Windows _____ <input type="checkbox"/> Powerpoint <input type="checkbox"/> Excel <input type="checkbox"/> Access _____ _____ | <input type="checkbox"/> Wang <input type="checkbox"/> Decimate <input type="checkbox"/> Lanier <input type="checkbox"/> IBM Display Writer <input type="checkbox"/> Other (Make/Model): _____ _____ _____ WORD PROCESSING SOFTWARE <input type="checkbox"/> Word Perfect <input type="checkbox"/> M/S Word <input type="checkbox"/> Lotus 1-2-3 <input type="checkbox"/> Other: _____ _____ _____ | <input type="checkbox"/> Telephone Sales/Survey <input type="checkbox"/> Demonstrator <input type="checkbox"/> Lab Tech <input type="checkbox"/> Cashier <input type="checkbox"/> Bank Teller <input type="checkbox"/> Customer Service <input type="checkbox"/> Personnel <input type="checkbox"/> Librarian <input type="checkbox"/> Insurance <input type="checkbox"/> Model <input type="checkbox"/> Accountant ADDITIONAL SKILLS/COMMENTS _____ _____ _____ _____ _____ | CLERK FILE TYPING LETTER DRAFT STAT TRANS STENO ENGL ARITH 10-KEY BKKPR ASST BKKPR FC |

| | | | | | | | |
|--------------------------------------|--|--|--|-----------|-----------|------------|----------|
| NOTES/COMMENTS (For Office Use Only) | | | | Temp/Perm | Shift | App Source | Location |
| | | | | Language | Student | Days Avail | Rating |
| | | | | | Car Avail | Mail List | TJTC |