Check Only Skills Where You Have Work Experience. Estimate Your Skills: 1 = Good 2 = Average 3 = Poor

LIGHT INDUSTRIAL

	1	2	3	Yrs
Auto Mechanic				
Assembly				
Carpet Cleaning				
Construction				
CNC				
Doors				
Driving				
Electrician				
Food Processing				
Forklift				
Certified	❑ Yes	❑ No		
Hotel				
HVAC				
Inventory				
Janitorial				
Landscaping				
Machinery				

	1	2	3	Yrs
Manufacturing				
Maintenance				
Moving				
Packaging				
Painting				
Pallet Jack				
Production				
Receiving				
Restaurant				
Restoration				
Shipping				
UPS				
Warehouse				
Windows				

LANGUAGE

Foreign Language _____

Speak _____ Read _____ Write _____

ADMINISTRATIVE

	1	2	3	Yrs	n	Version
Typing						
Ten Key						
Data Entry						
Transcription						
Dictaphone						
Shorthand						
Access						
Peachtree						
PowerPoint						
Publisher						
QuickBooks						
Word						
Excel						
Outlook						

Other _____

_____

ACCOUNTING

	Yrs
Accounts Payable	
Accounts Receivable	
Cash Handling	
Bank Reconciliation	
Collections	
Full Charge	
General Ledger	
Income Tax Preparation	
Payroll	
Trial Balance	
Taxes	

PHONES

Are you comfortable answering a multiple line telephone? Yes No

Number of line? _____

Driving Record

How many driving citations have you had during the past 3 years?	Can you drive a truck?	What size Truck?	CDL?	Class	License Number	State	Valid	Canidates interested in driving opportunities must provide a recent abstract.

Where have you applied for work?

1)	2)	3)	4)

PLEASE READ THIS AUTHORIZATION BEFORE SIGNING

I agree that I have been informed of the requirements of the work for which I am applying and that the information on this application is correct to the best of my knowledge. I understand that it shall be grounds for dismissal if any of the information contained herein is found to be untrue. I authorize you and all former employers, given by me as references, to answer all questions and to give all information in connection with this application or in any way concerning me. I understand that if accepted for employment, I will be working for you on your payroll, at your client's premises. I agree that I will obtain your permission before discussing permanent employment with your client. I agree to immediately notify you at the conclusion of each assignment or as soon as I become available. If I fail to give such notice, you many assume that I am not available for reassignment, and am not ready, willing or able to work. I understand that any information I learn while working for your clients is to be kept confidential. I agree, if employed by you, that if I ever make claims against you for personal injuries, upon your request, I shall submit to examinations by physicians of your selection. I will hold you harmless from any claims including, but not limited to personal injury or illness as a result of my providing false or misleading information on this application. I hereby acknowledge that my employment is "at will" and that I may resign at any time and the company may terminate my employment at any time, with or without cause.

Applicant Signature Date

Internal Use Only

Interview	$$$	Person	Profession	Flex	Groom	Comm	English	Spelling	Math	F/C	Acct	Data Entry	Typing	Ten Key	Presentation

Word	Version	Excel	Version	Access	Version	PowerPoint	Version	Misc Notes