

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

L I G H T I N D U S T R I A L	Auto Mechanic	1	2	3	Yrs	M A N U F A C T U R I N G	Manufacturing	1	2	3	Yrs	A D M I N I S T R A T I V E	Typing	1	2	3	Yrs	n	Version	A C C O U N T I N G	Accounts Payable	Yrs
	Assembly						Maintenance						Ten Key						Accounts Receivable			
	Carpet Cleaning						Moving						Data Entry						Cash Handling			
	Construction						Packaging						Transcription						Bank Reconciliation			
	CNC						Painting						Dictaphone						Collections			
	Doors						Pallet Jack						Shorthand						Full Charge			
	Driving						Production						Access						General Ledger			
	Electrician						Receiving						Peachtree						Income Tax Preparation			
	Food Processing						Restaurant						PowerPoint						Payroll			
	Forklift						Restoration						Publisher						Trial Balance			
	Certified <input type="checkbox"/> Yes <input type="checkbox"/> No						Shipping						QuickBooks						Taxes			
	Hotel						UPS						Word						PHONES			
	HVAC						Warehouse						Excel						Are you comfortable answering a multiple line telephone? Yes No			
	Inventory						Windows						Outlook						Number of line? _____			
	Janitorial						LANGUAGE						Other									
	Landscaping						Foreign Language _____															
	Machinery						Speak _____ Read _____ Write _____															

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	Candidates interested in driving opportunities must provide a recent abstract.
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Where have you applied for work?

1)	2)	3)	4)
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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 may 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							