

Human Resources, Inc.

Name (Last)	First	Middle	Date	Date Available	How did you hear about us?	File Number
Street Address				Home Telephone Number		Alternative Telephone Number
City			State	Zip Code	Cellular Telephone Number	E-mail Address
Have you ever been convicted of a felony?		Do you have reliable transportation?		Geographical area willing to work?		Do you smoke?
YES NO		YES NO				YES NO

EDUCATION

POSITIONS APPLYING FOR?

Circle Highest Grade	Last School Attended	Major	Graduated?	#1
High School 1 2 3 4				#2
College/Technical 1 2 3 4				#3

PREVIOUS EMPLOYMENT - LAST POSITION FIRST

Dates	Company	City/State	Phone Number	Last Supervisor	Type of Work	Salary	Reason Resigned
to							
to							
to							
to							

Please complete both front and back of application using a black ink. Thank you!

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

Accounting

	Skill	Yrs	Ed
Accounts Payable			
Accounts Receivable			
Cash Handling			
Bank Reconciliation			
Collections			
Full Charge			
General Ledger			
Payroll Computerized			
Payroll Manual			
Trial Balance			
Taxes			

Other _____

LANGUAGE

Foreign Language _____
 Speak _____ Read _____ Write _____

Clerical Skills

	Yrs	Ed
Typing		
Ten Key		
Transcription		
Dictaphone		
Shorthand		

Engineering

	Yrs	Ed
Assistant		
Architects		
CAD Drafter		
CAD Technician		
Civil Engineer		
Other		

Technology

	Yrs	Ed
Hardware		
Help Desk		

Computer Skills

	Skill	Yrs	Ed	Version
Access				
ADP				
Excel				
Lotus				
Office				
PageMaker				
PowerPoint				
Publisher				
Quattro Pro				
Quick Books				
Quicken				
Word				
Internet				
E-mail				
Other				

Human Resources

	Yrs	Ed
Benefits		
Generalist		
Payroll		
Recruiting		
Ceridian		
HRIS		
PHR		
SPHR		
Other		

PHONES

Are you comfortable answering a multiple line telephone? Yes No
 Number of line? _____

Where have you applied for work?

1)	2)	3)	4)
5)	6)	7)	8)

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	\$\$\$	Prof	Person	Flex	Comm	English	Spelling	Math	Typing	Ten Key	Word	Excel	FC	Accounting
Valid WA DL		# of driving citations during last 3 years		Description of Dress				Comments: _____						
Yes	No													