

EMPLOYMENT EXPERTS, LLC. APPLICATION FOR EMPLOYMENT

*Thank you for considering employment with Employment Experts, LLC. Our policy is to hire the best-qualified applicant. Please answer all questions completely as possible. Employment Experts, LLC. is an equal opportunity employer. Upon completion, your application will be reviewed. As positions become available, you will be notified to confirm a date for an interview. **Please allow yourself 45 – 60 minutes for the interview process.***

Last Name		First	Middle	Date
Mailing Address				Social Security Number
City	State	Zip Code	Phone Number	
Position Applying For		Approximate Wage	Alternate Phone Number	
How did you hear about The Employment Experts, LLC.?				Are you telephone accessible? Yes No
Are you eligible to work in the US? Circle one Yes No		Are you willing to work overtime? Circle one Yes No		When will you be available to begin work _____
Status Requested: ____ Full-Time ____ Part-Time ____ Other _____			Days Available (circle one) Anyday Mon. Tues. Wed. Thur. Fri. Sat. Sun	
Hours: Day Hours: From _____ To _____		Are you willing to accept same day assignments? Yes No		
Available: Night Hours: From _____ To _____				
Are you willing to take a drug screening? Yes No		What geographical area are you willing to work?		Do you have reliable transportation? Yes No
In case of an emergency, please notify			Relationship	Telephone Number
Address		City	State	Zip Code

EDUCATION

	High School	Undergraduate College/University	Graduate Professional	Other
School Name				
Location				
Years Completed	8 9 10 11 12	1 2 3 4	1 2 3 4	1 2 3 4
Diploma/Degree/ Major				
Subjects Studied				

SPECIAL SKILLS AND QUALIFICATIONS

✓ *Check only the skills in which you have experience*

- General Labor
- Masonry
- Construction
- Gen. Construction
- Clean up
- Maintenance
- Carpentry
- Painting
- Framing
- Landscaping
- Farming
- Merchandise

- Security
- Stock Clerk
- Warehouse Work
- Shipping/Receiving
- Messenger/Delivery
- Mail Courier
- Banquets
- Restaurant
- Hotels
- Dishes
- Cook
- Waiter/Waitress

- Lift heavy objects
- Special License
- Specify: _____
- Clean Traffic Abstract

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Clerical/Secretarial

- General
- Administrative
- Executive
- Paralegal

Typing/writing Skills

- Type _____ wpm
- Long hand (fast)
- Short hand
- Speed write

Special Terminology

- Legal
- Medical
- Engineering
- Bilingual language(s):
Specify: _____
- _____
- Speak Write
- Translate Read

Telecommunications

- Phone Systems:
- Relief Full Time
- Single Line
- Multiple Lines
- Switchboard

Office Equipment

- PC/Mac
- Typewriter
- Copier
- Facsimile
- Postage Meter
- Other: _____

Computer Programs

- MS Word
- MS Excel
- MS Outlook
- MS Access
- MS PowerPoint
- MS Publisher
- MS PhotoDraw
- MS FrontPage
- Lotus
- Internet
- Adobe PageMaker
- Adobe PhotoShop
- Adobe Illustrator
- Corel Draw
- Auto Cad
- Quickbooks
- Other: _____
- _____
- _____

Sales/Marketing

- Host/Hostess
- Survey Taker
- Merch Display
- Product Demonstrator
- Phone Sales
- Cashier

Accounting

- Bookkeeper
- Assistant
- Full Charge
- Accounts Payable
- Accounts Receivable
- General Ledger
- Trail Balance
- Data Entry
- Bank Reconciliation
- Sql. Entry
- Posting
- Bank Teller

EMPLOYMENT RECORD

Please fill this out briefly even if you have attached a resume. Thank you.

Name of Last/Previous Employer		Telephone	
Address		City	State Zip Code
Date Started	Date Left	Wage Rate	
Position Held	Name and Title of Supervisor	May we contact them? Yes No	
Primary Duties			
Reason for Leaving?			

Name of Last/Previous Employer		Telephone	
Address		City	State Zip Code
Date Started	Date Left	Wage Rate	
Position Held	Name and Title of Supervisor	May we contact them? Yes No	
Primary Duties			
Reason for Leaving?			

Name of Last/Previous Employer		Telephone	
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Position Held	Name and Title of Supervisor	May we contact them? Yes No	
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