

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? | | | |

| | | | |
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| | | 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? | | | |

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| 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? | | | |