

ENTER SOCIAL SECURITY NUMBER HERE

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Office Services Application



LAST NAME			FIRST NAME			MIDDLE INIT			DATE		
HOME ADDRESS			(APT NO.)	CITY		STATE		ZIP CODE	CELL PHONE NUMBER ()		
Available for (check all that apply): <input type="checkbox"/> Full Time Hours <input type="checkbox"/> Part Time Hours <input type="checkbox"/> Temp to Hire <input type="checkbox"/> Temporary Only <input type="checkbox"/> Evenings Only <input type="checkbox"/> Seasonal (Student/Teacher) <input type="checkbox"/> Any Shift <input type="checkbox"/> Weekend Transportation: <input type="checkbox"/> Car <input type="checkbox"/> Public Transportation <input type="checkbox"/> Other _____			Are you a U.S. citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO Are you bondable? <input type="checkbox"/> YES <input type="checkbox"/> NO Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give date(s) and details.			Why are you applying with Area Temps? <input type="checkbox"/> Skill improvement; seek permanent <input type="checkbox"/> Not available for permanent <input type="checkbox"/> Can't find permanent work <input type="checkbox"/> Other _____			LAND LINE NUMBER () MESSAGE PHONE NUMBER () ALTERNATE PHONE NUMBER () EMERGENCY PHONE NUMBER () TEXT MESSAGE NUMBER () E-MAIL ADDRESS		
Are you currently receiving unemployment compensation? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, through which office? _____ How many weeks have you been unemployed? _____			Are you interested in a sales or staff position with Area Temps? <input type="checkbox"/> YES <input type="checkbox"/> NO			How did you hear of Area Temps? <input type="checkbox"/> Newspaper <input type="checkbox"/> Reputation <input type="checkbox"/> Previous temp <input type="checkbox"/> Saw our sign <input type="checkbox"/> Area Temps contacted me (email/phone) <input type="checkbox"/> Other _____ Referred by: Name _____ Telephone _____					

EMPLOYMENT HISTORY - PERMANENT POSITIONS						
FROM DATE TO DATE	COMPANY NAME ADDRESS & PHONE NUMBER	HOURLY PAY RATE	SUPERVISOR'S NAME/TITLE	JOB DUTIES	REASON FOR LEAVING	DID CO. USE TEMPS?
						<input type="checkbox"/> YES <input type="checkbox"/> NO
						<input type="checkbox"/> YES <input type="checkbox"/> NO
						<input type="checkbox"/> YES <input type="checkbox"/> NO

EMPLOYMENT HISTORY - TEMPORARY ASSIGNMENTS						
PRIMARY SKILL CODE(S)	DATES		COMPANY ASSIGNED TO WORK	JOB TITLE	JOB DUTIES	SUPERVISOR AT ASSIGNED COMPANY
	FROM	TO				
LAST NAME, FIRST NAME						

EDUCATION						
	NAME AND LOCATION OF SCHOOL	DID YOU COMPLETE?	NO OF YEARS ATTENDED	GPA	MAJOR or BEST SUBJECTS	
HIGH SCHOOL						
COLLEGE or TRADE SCHOOL						
OTHER						

CERTIFICATES AND AWARDS

TEST RESULTS - DO NOT WRITE BELOW THIS LINE											
				E - Excellent	G - Good	F - Fair	P - Poor				
Typing	_____	Powerpoint	_____	Clerical	_____	Attitude	_____	Intelligence	_____	Grammar	_____
MS Word	_____	Spelling	_____	Filing - A	_____	Self Discipline	_____	Mannerism	_____	Professional	_____
Excel	_____	Data Entry - A	_____	Filing - N	_____	Confidence	_____	Cooperative	_____	Front Desk	_____
Access	_____	Data Entry - N	_____	Bookkeeping	_____	Flexibility	_____	Maturity	_____	Grooming	_____

Office Services & Administrative Skill Sheet

Only mark job titles in which you have had **ACTUAL JOB EXPERIENCE**.



COMPUTER EXPERIENCE (CL01)

- 01 WORD PROCESSING/TYPIST...
- 02 DATA ENTRY.....
- 04 Desktop publisher.....
- 05 Web page designer.....
- 06 Internet researcher.....
- 09 Graphic Artist.....
- 99 Other computer experience.

GENERAL OFFICE (CL02)

- 01 GENERAL OFFICE CLERK.....
- 03 FILE CLERK.....
- 04 Mail room clerk.....

RECEPTIONIST (CL03)

- 01 RECEPTIONIST.....
- 02 SWITCHBOARD OPERATOR.....
- 03 FRONT DESK.....

ADMINISTRATIVE (CL04)

- 01 Office manager/branch mgr...
- 02 Executive assistant.....
- 03 SECRETARY, EXECUTIVE.....
- 04 ADMINISTRATIVE ASST.....
- 05 SECRETARY, GEN'L.....
- 08 Secretary, tech/engring.....
- 09 Dictaphone/transcriptionist
- 10 Event planner.....
- 11 Secretary, non-profit.....
- 99 Other secretarial.....

MEDICAL (CL05)

- 01 MEDICAL BILLER.....
- 02 Medical records clerk.....
- 03 Medical transcriber.....
- 05 Medical assistant.....
- 06 Medical receptionist.....
- 07 Medical coder.....
- 08 Medical scheduler.....
- 09 Medical insurance clerk.....
- 10 MEDICAL SECRETARY.....
- 11 Dental assistant.....
- 12 Dental receptionist.....
- 13 Medical credentialing.....
- 14 Health administrator.....
- 15 Medical licensing.....
- 16 Pharmacy technician.....
- 17 Optometry.....
- 99 Other medical.....

LEGAL (CL06)

- 01 Paralegal.....
- 02 Legal clerk.....
- 03 LEGAL SECRETARY.....
- 99 Other legal.....

BOOKKEEPING (CL07)

- 01 BOOKKEEPER.....
- 02 ACCOUNTS PAYABLE.....
- 03 ACCOUNTS RECEIVABLE.....
- 04 Payroll clerk/data entry.....
- 05 COLLECTIONS.....
- 06 Billing clerk.....
- 07 Payroll processor.....
- 99 Other bookkeeping.....

ACCOUNTING & FINANCE (CL08)

- 01 ACCOUNTING CLERK.....
- 02 Cost Accounting.....
- 03 ACCOUNTING, GENERAL.....
- 04 Corporate taxes.....
- 05 Personal taxes.....
- 06 Auditor.....
- 07 Controller.....
- 08 Financial analyst.....
- 09 CPA.....
- 99 Other accounting.....

CUSTOMER SERVICE/SALES (CL09)

- 01 CUSTOMER SERVICE.....
- 02 TELEMARKETING.....
- 03 Sales, inside.....
- 04 SALES, OUTSIDE.....
- 06 Marketing assistant.....
- 07 Call center/inbound.....
- 08 Call center/outbound.....
- 09 Public relations assistant...
- 99 Other customer service.....

EDUCATION (CL13)

- 01 Teacher.....
- 02 Admissions coordinator.....
- 03 Admissions director.....
- 04 Guidance counselor.....
- 99 Other education.....

HUMAN RESOURCES (CL14)

- 01 HR personnel.....
- 02 Benefits coordinator.....
- 03 HR manager.....
- 04 Recruiter.....
- 99 Other human resources.....

Last Name _____ First Name _____

SOFTWARE SKILLS



COMPUTER SOFTWARE (SW01)

- 01 MS Office.....
- 02 MS Word.....
- 03 WordPerfect.....
- 04 Lotus WordPro.....
- 05 Lotus Notes.....
- 06 Microsoft Outlook.....
- 99 Other word processing.....

DATABASE (SW03)

- 01 Access.....
- 03 Dbase.....
- 04 Oracle.....
- 06 SY Base.....
- 07 People Soft.....
- 08 Kronos.....
- 09 Macola.....
- 10 Microsoft Project.....
- 11 Raiser's Edge (non-profit).....
- 12 Summation Blaze (legal).....
- 13 MediSoft (medical).....
- 99 Other database.....

SPREADSHEET (SW04)

- 01 Excel.....
- 02 Lotus.....
- 03 Quattro Pro.....
- 99 Other spreadsheet.....

MACINTOSH VERSIONS (SW06)

- 01 Word Processing.....
- 02 Desktop Publishing.....
- 03 Database.....
- 04 Spreadsheet.....
- 99 Other Macintosh software.....

DESKTOP PUBLISHING (SW02)

- 01 Adobe InDesign.....
- 02 CorelDraw.....
- 05 HTML/Web Page.....
- 06 Illustrator.....
- 07 MS Publisher.....
- 08 PageMaker.....
- 09 Power Point.....
- 10 Quark.....
- 11 Photoshop.....
- 12 Corel Presentations.....
- 13 Microsoft FrontPage.....
- 14 Adobe Flash.....
- 15 DreamWeaver.....
- 16 Adobe Acrobat.....
- 99 Other desktop publishing.....

ACCOUNTING (SW05)

- 01 AS 400.....
- 02 ADP/Ceridian.....
- 04 MAS 90.....
- 05 MYOB.....
- 06 Peach Tree.....
- 07 QuickBooks.....
- 08 Quicken.....
- 11 JD Edwards.....
- 12 SAP.....
- 13 ACCPAC.....
- 14 Great Plains.....
- 15 Sage MAS 90/200.....
- 16 Simply Accounting.....
- 98 Custom accting software.....
- 99 Other accting software.....

OTHER (CL10)

- 01 Advertising assistant.....
- 02 Bank teller/clerk.....
- 03 Cashier.....
- 05 Insurance.....
- 06 Loan processor.....
- 08 Purchasing assistant.....
- 09 Reservationist.....
- 10 Social services.....
- 12 Travel agent.....
- 13 Real estate.....
- 14 Leasing consultant.....
- 15 Title clerk.....
- 16 Escrow clerk.....
- 17 Closer.....
- 18 Underwriter.....
- 19 Dispatcher.....
- 20 Retail sales.....
- 21 Writer/editor.....
- 22 Trainer.....
- 99 Other experience.....

MISCELLANEOUS INFORMATION

Do you... YES NO

own a car?.....

want part time only?.....

Are you... FLUENT

a student or teacher?.....

FOREIGN LANGUAGES (CL11)

- 01 Spanish.....
- 02 French.....
- 03 German.....
- 04 Russian.....
- 05 Italian.....
- 99 Other language.....

EDUCATION (ED01)

- 01 Associates Degree.....
- 02 Bachelors Degree.....
- 03 Masters Degree.....
- 04 PhD.....
- 07 Military Service.....

