

*Date

EMERSON PERSONNEL APPLICATION

I9 Complete

Last Name		First		Middle	Assignment Preferences (check all that apply) <input type="checkbox"/> Short Term <input type="checkbox"/> Temp <input type="checkbox"/> Long Term <input type="checkbox"/> Perm	How did you hear of Emerson Personnel? <input type="checkbox"/> Newspaper <input type="checkbox"/> Friend <input type="checkbox"/> Recruited <input type="checkbox"/> Website <input type="checkbox"/> Prior Applicant <input type="checkbox"/> Job Fair <input type="checkbox"/> Yellow Pgs <input type="checkbox"/> Prior Client <input type="checkbox"/> Career Builders Ad <input type="checkbox"/> Referred by _____		
Address						Shifts Available <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd Days Available <input type="checkbox"/> Mon <input type="checkbox"/> Fri <input type="checkbox"/> Tues <input type="checkbox"/> Sat <input type="checkbox"/> Wed <input type="checkbox"/> Sun <input type="checkbox"/> Thurs	How many minutes can you commute? <input type="checkbox"/> 15 <input type="checkbox"/> 30 <input type="checkbox"/> 45 <input type="checkbox"/> 60 <input type="checkbox"/> Over 60	
Address II					Are you available for same day assignments? <input type="checkbox"/> No <input type="checkbox"/> Yes Are you available for Overtime? <input type="checkbox"/> No <input type="checkbox"/> Yes		Mode of Transportation <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Speed-line <input type="checkbox"/> Other	
City		State	Zip			Licensed Driver? <input type="checkbox"/> No <input type="checkbox"/> Yes Car available for work? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes	Have you ever been convicted of a crime? <input type="checkbox"/> No <input type="checkbox"/> Yes, explain:	
Home Phone		Work Direct Line			Foreign Languages Skills <input type="checkbox"/> No <input type="checkbox"/> Yes,			
Cell		Email						
Incase of emergency, who should we contact? Name/Relationship: Phone Number:								

WORK EXPERIENCE

***Complete even if you are attaching a resume. Please start with your current employer.

Dates	Employer Name/Address	Position	Salary	Duties	Reason for leaving

EDUCATION

College or Bus. School	Dates Attended	Degree Earned
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RECRUITER'S NOTES (leave blank)

Avail Date		Temp Salary	Location Preferences <input type="checkbox"/> Burl Cty <input type="checkbox"/> Cam Cty <input type="checkbox"/> Burl N <input type="checkbox"/> Cam N <input type="checkbox"/> Burl S <input type="checkbox"/> Cam S <input type="checkbox"/> Glou Cty <input type="checkbox"/> Phil CC <input type="checkbox"/> Glou N <input type="checkbox"/> Phil Sub <input type="checkbox"/> Glou S <input type="checkbox"/> Salem	
Recruiter	Code		Perm Salary	
Resume <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Electronic				

SOFTWARE**SKILLS**

- Computer Programming
- Data Entry
- Desktop Publishing
- Desktop Support
- Lotus Notes

- Macintosh Operating System
- MS Access 2003
- MS Access 2007
- MS Excel 2003
- MS Excel 2007
- MS Outlook 2003
- MS Outlook 2007

- MS PowerPoint 2003
- MS PowerPoint 2007
- MS Publisher
- MS Word 2003
- MS Word 2007
- PageMaker
- Peachtree
- QuickBooks

- Windows 1998 / 2000
- Windows XP
- Windows Vista
- Windows 7
- WordPerfect

Date of last raise: Other _____**What is your timetable for change? Why?****How long have you been considering making a job change? What have you done so far?****What are your career goals?****What has value to you on a job?****Where have you interviewed so far?****List three (3) business references.****What position from previous employment did you like the best? Why?****What position from previous employment did you like the least? Why?****If you are currently working, please describe a typical day in your position, from the moment of arrival until you leave. (Please list all the responsibilities you could assume in the course of a week.)**

I hereby declare that all statements contained in this application are true and correct and understand that false or inaccurate information in the application will be the basis for termination. I hereby authorize this company to investigate my background and verify this information. I understand that if employed, my employment will not be for any fixed period of time and may be terminated by the company at any time. I also authorize this company to release the information contained herein and its findings and work history of my employment to other firms or persons upon request.

Date _____**Signature of Applicant** _____

Skills

Check off the skills with which you have experience

Specialized Software:

- | | | | | | | | |
|--------------------------|---------------------------|--------------------------|----------------------------|--------------------------|----------------------|--------------------------|------------------------|
| <input type="checkbox"/> | Accounts Payable | <input type="checkbox"/> | Event Planning | <input type="checkbox"/> | Proofreading | <input type="checkbox"/> | AS 400 |
| <input type="checkbox"/> | Accounts Receivable | <input type="checkbox"/> | Filing | <input type="checkbox"/> | Public Accounting | <input type="checkbox"/> | Constant Contact |
| <input type="checkbox"/> | ADP Payroll | <input type="checkbox"/> | HR Management | <input type="checkbox"/> | Public Relations | <input type="checkbox"/> | Cvent/Activa/RegOnline |
| <input type="checkbox"/> | Banking | <input type="checkbox"/> | HR Benefits Administration | <input type="checkbox"/> | Real Estate | <input type="checkbox"/> | Ceridian |
| <input type="checkbox"/> | Benefits (Health) | <input type="checkbox"/> | Instructor | <input type="checkbox"/> | Recruiting | <input type="checkbox"/> | ERP |
| <input type="checkbox"/> | Bilingual | <input type="checkbox"/> | Legal Terminology | <input type="checkbox"/> | Purchasing | <input type="checkbox"/> | Great Plains |
| <input type="checkbox"/> | French | <input type="checkbox"/> | Insurance Benefits | <input type="checkbox"/> | Reception | <input type="checkbox"/> | HTML |
| <input type="checkbox"/> | German | <input type="checkbox"/> | Insurance Terminology | <input type="checkbox"/> | Retail Sales | <input type="checkbox"/> | Hyperion |
| <input type="checkbox"/> | Spanish | <input type="checkbox"/> | Lockbox | <input type="checkbox"/> | Sales | <input type="checkbox"/> | Kronos |
| <input type="checkbox"/> | Other - | <input type="checkbox"/> | Mail Room | <input type="checkbox"/> | SEC | <input type="checkbox"/> | Lexis/Nexis |
| <input type="checkbox"/> | Bookkeeping Asst | <input type="checkbox"/> | Manager | <input type="checkbox"/> | Shipping & Receiving | <input type="checkbox"/> | Lawson |
| <input type="checkbox"/> | Bookkeeping Full | <input type="checkbox"/> | Marketing | <input type="checkbox"/> | Shorthand | <input type="checkbox"/> | Medisoft |
| <input type="checkbox"/> | Broker/Dealer | <input type="checkbox"/> | Meeting Coordination | <input type="checkbox"/> | SOX Compliance | <input type="checkbox"/> | NaviNet |
| <input type="checkbox"/> | Cashier | <input type="checkbox"/> | Medical Billing & Coding | <input type="checkbox"/> | Switchboard | <input type="checkbox"/> | NextGen |
| <input type="checkbox"/> | Call Center | <input type="checkbox"/> | Medical Terminology | <input type="checkbox"/> | Tax Accounting | <input type="checkbox"/> | .NET Programming |
| <input type="checkbox"/> | Clerical | <input type="checkbox"/> | Medical Transcription | <input type="checkbox"/> | Ten Key | <input type="checkbox"/> | PeopleSoft |
| <input type="checkbox"/> | Collections | <input type="checkbox"/> | Mortgage | <input type="checkbox"/> | Title Search | <input type="checkbox"/> | Oracle |
| <input type="checkbox"/> | Customer Service | <input type="checkbox"/> | Part Time Days | <input type="checkbox"/> | Travel Arrangement | <input type="checkbox"/> | Raiser's Edge |
| <input type="checkbox"/> | Dictaphone | <input type="checkbox"/> | Part Time Nights | <input type="checkbox"/> | Web Design | <input type="checkbox"/> | Salesforce CRM |
| <input type="checkbox"/> | Education | <input type="checkbox"/> | Payroll | <input type="checkbox"/> | <u>Other</u> | <input type="checkbox"/> | SAP |
| <input type="checkbox"/> | Electronic Health Records | <input type="checkbox"/> | Personnel | <input type="checkbox"/> | _____ | <input type="checkbox"/> | Timeslips |
| <input type="checkbox"/> | Employment | <input type="checkbox"/> | Picking & Packing | <input type="checkbox"/> | _____ | <input type="checkbox"/> | Vocus |
| <input type="checkbox"/> | Engineering Terminology | <input type="checkbox"/> | Project Management | <input type="checkbox"/> | _____ | <input type="checkbox"/> | XML |

PREVIOUS TEMPORARY STAFFING EXPERIENCE

(Please complete if you have had any previous experience at other Temporary or Staffing Agencies)

Name of TEMPORARY AGENCY	Name of COMPANY ASSIGNED TO WORK	Company's CITY & STATE	Company's SUPERVISOR and/or DEPARTMENT	DATES WORKED	PAY RATE	POSITION and/or TYPE OF WORK

Thank you and welcome to Emerson Personnel!