



Counselor _____

Today's Date _____

Name (Last, First, Middle Initial)			Position Desired:		Salary Requirements:										
Address			Apt.		1st Choice _____										
City			State		2nd Choice _____										
Zip					Desired _____										
Home Phone ()			Are You Currently Employed?		<input type="checkbox"/> Yes <input type="checkbox"/> No										
Cell/Pager ()			If Yes, phone ()												
e-mail			Do you speak any languages?												
Social Security #			Have you ever been convicted of or pleaded guilty or no contest to a felony?		<table border="0"> <tr> <td><i>Speak</i></td> <td><i>Read</i></td> <td><i>Write</i></td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>		<i>Speak</i>	<i>Read</i>	<i>Write</i>	_____	_____	_____	_____	_____	_____
<i>Speak</i>	<i>Read</i>	<i>Write</i>													
_____	_____	_____													
_____	_____	_____													
Are you a citizen/permanent resident?			Are you eligible to work in the U.S.?												
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No												
High School			City		State										
Graduation			Course of Study												
College			City		State										
Graduation			Course of Study												
Graduate/Trade School			City		State										
Graduation			Course of Study												

<p align="center">Office/Clerical Skills</p> <p>Type _____ wpm</p> <p>FLH _____ wpm</p> <p>Shorthand _____ wpm</p> <p>Steno _____ wpm</p> <p>Dictaphone _____ wpm</p> <p><input type="checkbox"/> Accounts Payable</p> <p><input type="checkbox"/> Accounts Receivable</p> <p><input type="checkbox"/> Payroll</p> <p><input type="checkbox"/> General Ledger</p> <p><input type="checkbox"/> Invoice Processing</p>	<p align="center">Computer Skills</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>9. _____</p> <p>10. _____</p>	<p align="center">Where have You Interviewed In The Past Six Months?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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<p>Please List 3 Co-Worker References:</p> <table border="0"> <tr> <td><i>Name/Title</i></td> <td><i>Phone #</i></td> </tr> <tr> <td>1. _____</td> <td>_____</td> </tr> <tr> <td>2. _____</td> <td>_____</td> </tr> <tr> <td>3. _____</td> <td>_____</td> </tr> </table>	<i>Name/Title</i>	<i>Phone #</i>	1. _____	_____	2. _____	_____	3. _____	_____	<p>Please List 3 Employer References:</p> <table border="0"> <tr> <td><i>Name/Title</i></td> <td><i>Phone #</i></td> </tr> <tr> <td>1. _____</td> <td>_____</td> </tr> <tr> <td>2. _____</td> <td>_____</td> </tr> <tr> <td>3. _____</td> <td>_____</td> </tr> </table>	<i>Name/Title</i>	<i>Phone #</i>	1. _____	_____	2. _____	_____	3. _____	_____	<p align="center">Do Not Write For Office Use Only</p> <hr/> <p align="center">How did you here about us?</p> <p><input type="checkbox"/> Newspaper _____</p> <p><input type="checkbox"/> Television _____</p> <p><input type="checkbox"/> Internet _____</p> <p><input type="checkbox"/> Friend _____</p> <p><input type="checkbox"/> Other _____</p>
<i>Name/Title</i>	<i>Phone #</i>																	
1. _____	_____																	
2. _____	_____																	
3. _____	_____																	
<i>Name/Title</i>	<i>Phone #</i>																	
1. _____	_____																	
2. _____	_____																	
3. _____	_____																	

Are you interested in temporary employment opportunities during your permanent job search? Yes No

EMPLOYMENT HISTORY

Company Name		Employment Dates: From _____ To: _____
Address		Position
Duties/Responsibilities		Salary Start _____ End _____
Supervisors Name	Supervisors Phone	Reason for Leaving
Company Name		Employment Dates: From _____ To: _____
Address		Position
Duties/Responsibilities		Salary Start _____ End _____
Supervisors Name	Supervisors Phone	Reason for Leaving
Company Name		Employment Dates: From _____ To: _____
Address		Position
Duties/Responsibilities		Salary Start _____ End _____
Supervisors Name	Supervisors Phone	Reason for Leaving
Company Name		Employment Dates: From _____ To: _____
Address		Position
Duties/Responsibilities		Salary Start _____ End _____
Supervisors Name	Supervisors Phone	Reason for Leaving

Please note your availability to interview:

Monday	Tuesday	Wednesday	Thursday	Friday
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I hereby affirm the information provided on this application is accurate and true. In signing this application, I grant Finders Seekers, Ltd. permission to check any and all necessary references.

Signature _____ Date _____