

Application

OFFICE

I Personal Information

Name: _____ Date: _____

Address: _____ Apt/Unit# _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

Emergency Contact: _____ Phone: _____ Cell: _____

Are you at least 18 years of age? _____ Social Security Number: _____ - _____ - _____

Position Applied for: _____ Date you Can Start: _____ Salary Desired: _____

Have you ever worked or applied to this company before? _____ Where _____ When _____

Have you ever been convicted of a felony? _____ Do you have a valid Colorado State Drivers License? _____

II Employment History

Employer (most recent)		Job Title	Job Description	
Address		City	State	Zip
Start Date	End Date	Starting Salary	Ending Salary	Supervisor
				Phone#
				<input type="checkbox"/> Yes <input type="checkbox"/> No May we contact them?
Reason for leaving				

Employer (next most recent)		Job Title	Job Description	
Address		City	State	Zip
Start Date	End Date	Starting Salary	Ending Salary	Supervisor
				Phone#
				<input type="checkbox"/> Yes <input type="checkbox"/> No May we contact them?
Reason for leaving				

Employer		Job Title	Job Description	
Address		City	State	Zip
Start Date	End Date	Starting Salary	Ending Salary	Supervisor
				Phone#
				<input type="checkbox"/> Yes <input type="checkbox"/> No May we contact them?
Reason for leaving				

Previous Employer	City, State	Job Title	Start Date	End Date
Previous Employer	City, State	Job Title	Start Date	End Date
Previous Employer	City, State	Job Title	Start Date	End Date

IV Skills

These questions are to give us an idea of any special skills you may have. Please include anything that you feel might pertain to the position for which you are applying. Be sure to include your level of experience and number of months or years in that area. Please use the following guideline when rating your experience with computer software:

- 1 You have performed this skill only once or twice.
- 2-3 Novice: You are learning this skill (up to 30% proficiency on software functions)
- 4-5 Basic: You have a basic understanding of this skill (35 to 50% proficient).
- 6-7 Intermediate: You have performed this skill regularly (60 to 70% proficiency)
- 8-9 Advanced: You have solid training and daily experience of 3 or more years utilizing this skill.
- 10 Expert: You are proficient in all aspects of this skill and able to teach and train others completely.

1) Typing Skills (wpm): _____ details: _____

2) Ten Key: (spm): _____ details: _____

3) Computer Software (include software/hardware experience)

<u>Software</u>	<u>Years exp.</u>	<u>Rating (1-10)</u>	<u>Notes:</u>
Windows 98/2000/XP	_____	_____	_____
Mac OS	_____	_____	_____
Operating Systems*	_____	_____	_____
Filemaker Pro.	_____	_____	_____
Database Software*	_____	_____	_____
M.Y.O.B.	_____	_____	_____
Quickbooks	_____	_____	_____
Accounting Software*	_____	_____	_____
Exactomate	_____	_____	_____
Other Software (list any software not listed with which you are familiar)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* Indicate your overall (total) experience with these types of software

4) Computer usage (data, entry, accounting, etc...)

5) Construction Experience: _____

6) Management Skills/Experience: _____

IV Skills (cont.)

7) Customer Service Experience: _____

8) Accounting: _____

9) Purchasing: _____

10) Shipping Experience: _____

11) Insurance/Adjustment Experience

12) Other Experience: _____

13) Growth areas of interest (those you would like to learn) _____

14) Math (Education/Experience) Fractions Algebra Algebra II Geometry Trigonometry Calculus
Notes: _____

Comments: _____

V Personal profile

These questions are designed to tell us about you. Please answer them to the best of your ability.

- 1) What are your short-term goals? (i.e... where would you like to be in 2 to 3 years?)

- 2) What are your long-term goals? (i.e... where would you like to be in 5 to 10 years?)

- 3) What salary would you like to be making now? In 2 years? 5 years?

- 4) Give a brief description of your most recent job duties:

- 5) What aspects of this job did you like the most?

- 6) What aspects of this job did you like the least?

- 7) Why did you leave your previous job (please explain details)?

- 8) What qualities do you have that would benefit our company?

- 9) In what work environment are you the most productive (i.e... busy or quiet atmosphere, team work or individual, demanding or evenly paced, etc...)?

- 10) What do you look for in a company you would like to be with long term?

- 11) Do you have reliable transportation to work? (Indicate type of transportation and backup).

Additional Comments: