

**PROFESSIONAL/TECHNICAL**

CHECK THE SKILLS IN WHICH YOU HAVE EXPERIENCE AND INDICATE THE NUMBER OF YEARS EXPERIENCE IN THE SPACE FOLLOWING THE SKILL.

**CLERICAL OFFICE**

**SPECIALIZED SKILLS**

- \_\_\_ DICTATING EQUIPMENT \_\_\_\_\_
- \_\_\_ SHORTHAND \_\_\_\_\_
- \_\_\_ SPEED WRITING \_\_\_\_\_
- \_\_\_ COURT REPORTING \_\_\_\_\_
- \_\_\_ LETTER SETUP/WRITING \_\_\_\_\_
- \_\_\_ MEDICAL TERMINOLOGY \_\_\_\_\_
- \_\_\_ LEGAL TERMINOLOGY \_\_\_\_\_
- \_\_\_ PARALEGAL \_\_\_\_\_
- \_\_\_ MEDICAL TRANSCRIPTION \_\_\_\_\_
- \_\_\_ SCANNING \_\_\_\_\_
- \_\_\_ AUTO CAD \_\_\_\_\_
- \_\_\_ LAB \_\_\_\_\_
- \_\_\_ OTHER \_\_\_\_\_

**DATA ENTRY**

- \_\_\_ NUMERIC \_\_\_\_\_
- \_\_\_ INVERTED/REVERSED \_\_\_\_\_
- \_\_\_ ALPHA \_\_\_\_\_
- \_\_\_ 10 KEY BY TOUCH \_\_\_\_\_
- \_\_\_ KEYSTROKES \_\_\_\_\_

**TYPING**

- \_\_\_ ELECTRONIC \_\_\_\_\_
- \_\_\_ TYPESETTER \_\_\_\_\_
- \_\_\_ STANDARD \_\_\_\_\_
- \_\_\_ STATISTICAL \_\_\_\_\_
- \_\_\_ INVOICES \_\_\_\_\_
- \_\_\_ CORRESPONDENCE \_\_\_\_\_
- \_\_\_ TABLES/FORMS \_\_\_\_\_
- \_\_\_ LEGAL TYPING \_\_\_\_\_
- \_\_\_ WORDS PER MINUTE \_\_\_\_\_
- \_\_\_ OTHER \_\_\_\_\_

**GRAPHICS**

- \_\_\_ ADOBE PHOTO SHOP \_\_\_\_\_
- \_\_\_ QUARK XPRESS \_\_\_\_\_
- \_\_\_ ILLUSTRATOR \_\_\_\_\_
- \_\_\_ FREEHAND \_\_\_\_\_
- \_\_\_ MACINTOSH \_\_\_\_\_

**LIGHT OFFICE SKILLS**

- \_\_\_ FILING ALPHA \_\_\_\_\_
- \_\_\_ FILING NUMERIC \_\_\_\_\_
- \_\_\_ CASHIER \_\_\_\_\_
- \_\_\_ TELLER \_\_\_\_\_
- \_\_\_ ORDERING \_\_\_\_\_
- \_\_\_ MAIL ROOM \_\_\_\_\_
- \_\_\_ PROOFREAD \_\_\_\_\_
- \_\_\_ COPIER \_\_\_\_\_
- \_\_\_ FAX \_\_\_\_\_
- \_\_\_ MICROFICHE \_\_\_\_\_
- \_\_\_ RECEPTIONIST \_\_\_\_\_
- \_\_\_ PROOF MACHINE OPERATOR \_\_\_\_\_
- \_\_\_ POST/PRICE FIGURE \_\_\_\_\_
- \_\_\_ INSURANCE FORM/CLAIM \_\_\_\_\_
- \_\_\_ OFFICE MANAGEMENT \_\_\_\_\_
- \_\_\_ INSURANCE FORMS HICFA \_\_\_\_\_
- \_\_\_ INSURANCE FORMS UB92 \_\_\_\_\_

**TELEPHONE SKILLS**

- \_\_\_ SWITCHBOARD \_\_\_\_\_
- \_\_\_ CONSOLE \_\_\_\_\_
- \_\_\_ WATS LINES \_\_\_\_\_
- \_\_\_ ANSWERING SERVICE \_\_\_\_\_
- \_\_\_ NUMBER OF LINES \_\_\_\_\_

**BOOKKEEPING SOFTWARE**

- \_\_\_ ACC PAC \_\_\_\_\_
- \_\_\_ GREAT PLAINS \_\_\_\_\_
- \_\_\_ OPEN SYSTEM \_\_\_\_\_
- \_\_\_ PEACHTREE \_\_\_\_\_
- \_\_\_ QUICKEN \_\_\_\_\_
- \_\_\_ QUICKBOOKS \_\_\_\_\_
- \_\_\_ REAL WORLD \_\_\_\_\_
- \_\_\_ ADP \_\_\_\_\_
- \_\_\_ CERIDIAN \_\_\_\_\_
- \_\_\_ MAS 90 \_\_\_\_\_
- \_\_\_ TURBOTAX \_\_\_\_\_
- \_\_\_ OTHER \_\_\_\_\_

**WORD PROCESSING - VERSION**

- \_\_\_ MS WORD \_\_\_\_\_
- \_\_\_ WORDPERFECT/WINDOWS \_\_\_\_\_
- \_\_\_ WORDPERFECT/DOS \_\_\_\_\_
- \_\_\_ MS WORKS \_\_\_\_\_
- \_\_\_ WINDOWS \_\_\_\_\_
- \_\_\_ OTHER \_\_\_\_\_

**SPREADSHEETS**

- \_\_\_ MS EXCEL \_\_\_\_\_
- \_\_\_ LOTUS \_\_\_\_\_
- \_\_\_ QUATTRO \_\_\_\_\_
- \_\_\_ OTHER \_\_\_\_\_

**OTHER SOFTWARE**

- \_\_\_ MS PROJECT \_\_\_\_\_
- \_\_\_ MS POWERPOINT \_\_\_\_\_
- \_\_\_ INTEGRATED SOFTWARE \_\_\_\_\_
- \_\_\_ LOTUS WORKS \_\_\_\_\_
- \_\_\_ ACCT/FINANCE SOFTWARE \_\_\_\_\_
- \_\_\_ DAC EASY \_\_\_\_\_
- \_\_\_ DESKTOP PUBLISHING \_\_\_\_\_
- \_\_\_ COREL DRAW \_\_\_\_\_
- \_\_\_ PAGE MAKER \_\_\_\_\_
- \_\_\_ HARVARD GRAPHICS \_\_\_\_\_
- \_\_\_ INTERNET \_\_\_\_\_
- \_\_\_ MICROSOFT PUBLISHER \_\_\_\_\_
- \_\_\_ OUTLOOK \_\_\_\_\_
- \_\_\_ PEOPLESOFT \_\_\_\_\_
- \_\_\_ VISIO \_\_\_\_\_
- \_\_\_ SAP \_\_\_\_\_
- \_\_\_ AutoCAD \_\_\_\_\_

**HARDWARE/OP SYSTEMS**

- \_\_\_ HARDWARE \_\_\_\_\_
- \_\_\_ IBM-PC COMPATIBLE \_\_\_\_\_
- \_\_\_ IBM AS 400 \_\_\_\_\_
- \_\_\_ APPLE \_\_\_\_\_
- \_\_\_ MACINTOSH \_\_\_\_\_
- \_\_\_ ORACLE \_\_\_\_\_
- \_\_\_ IBM MAINFRAME \_\_\_\_\_
- \_\_\_ LAN'S \_\_\_\_\_
- \_\_\_ TANDEM \_\_\_\_\_
- \_\_\_ CRT TERMINAL \_\_\_\_\_
- \_\_\_ NOVELL NETWARE \_\_\_\_\_
- \_\_\_ UNIX/XENIX \_\_\_\_\_
- \_\_\_ MS DOS \_\_\_\_\_
- \_\_\_ WINDOWS NT \_\_\_\_\_
- \_\_\_ OTHER \_\_\_\_\_

**PROGRAMMING**

- \_\_\_ COBOL \_\_\_\_\_
- \_\_\_ BASIC \_\_\_\_\_
- \_\_\_ VISUAL BASIC \_\_\_\_\_
- \_\_\_ FORTRAN \_\_\_\_\_
- \_\_\_ C + + \_\_\_\_\_
- \_\_\_ OTHER \_\_\_\_\_

**DATABASES**

- \_\_\_ MS ACCESS \_\_\_\_\_
- \_\_\_ FOX BASE \_\_\_\_\_
- \_\_\_ FOXPRO \_\_\_\_\_
- \_\_\_ Q & A \_\_\_\_\_
- \_\_\_ dBASE II/III/IV \_\_\_\_\_
- \_\_\_ PARADOX \_\_\_\_\_
- \_\_\_ ACT! \_\_\_\_\_
- \_\_\_ OTHER \_\_\_\_\_

**LANGUAGES**

- \_\_\_ SPANISH \_\_\_\_\_
- \_\_\_ FRENCH \_\_\_\_\_
- \_\_\_ GERMAN \_\_\_\_\_
- \_\_\_ OTHER \_\_\_\_\_

**BOOKKEEPING**

- \_\_\_ ACCOUNTS RECEIVABLE \_\_\_\_\_
- \_\_\_ ACCOUNTS PAYABLE \_\_\_\_\_
- \_\_\_ PAYROLL \_\_\_\_\_
- \_\_\_ PAYROLL TAX RETURNS \_\_\_\_\_
- \_\_\_ BANK RECONCILIATIONS \_\_\_\_\_
- \_\_\_ GENERAL LEDGER \_\_\_\_\_
- \_\_\_ TRIAL BALANCE PREP \_\_\_\_\_
- \_\_\_ FINANCIAL STATEMENTS \_\_\_\_\_
- \_\_\_ YEAR END CLOSINGS \_\_\_\_\_
- \_\_\_ COMPUTERIZED ACCT \_\_\_\_\_
- \_\_\_ CREDIT \_\_\_\_\_
- \_\_\_ COLLECTIONS \_\_\_\_\_
- \_\_\_ JOB COST \_\_\_\_\_
- \_\_\_ TAX 1099 PREP \_\_\_\_\_
- \_\_\_ PROFIT/LOSS \_\_\_\_\_
- \_\_\_ JOURNAL ENTRY \_\_\_\_\_
- \_\_\_ BILLING \_\_\_\_\_
- \_\_\_ BOOKKEEPING (FC.) \_\_\_\_\_
- \_\_\_ INVENTORY CONTROL \_\_\_\_\_

**ACCOUNTING**

- \_\_\_ GENERAL ACCOUNTANT \_\_\_\_\_
- \_\_\_ AUDITOR \_\_\_\_\_
- \_\_\_ COST ACCOUNTANT \_\_\_\_\_
- \_\_\_ CONTROLLER \_\_\_\_\_
- \_\_\_ CERTIFIED PUBLIC ACCT \_\_\_\_\_
- \_\_\_ CERT INTERNAL AUDITOR \_\_\_\_\_
- \_\_\_ PUBLIC ACCOUNTING \_\_\_\_\_
- \_\_\_ GOVERNMENT ACCOUNTING \_\_\_\_\_
- \_\_\_ COMPUTER ACCT IMPLEMENT \_\_\_\_\_
- \_\_\_ COMPUTER ACCT USE \_\_\_\_\_
- \_\_\_ INCOME TAX SPECIALIST \_\_\_\_\_
- \_\_\_ INCOME TAX PREPARATION \_\_\_\_\_
- \_\_\_ FUNDS MANAGEMENT \_\_\_\_\_
- \_\_\_ OTHER \_\_\_\_\_

I hereby warrant the facts stated in the foregoing application are true and complete and are made for the purpose of enabling 1st CHOICE PERSONNEL LLC to assist me in securing employment. I agree that employment reference inquiries may be made and disclosed to prospective employers. This investigation report, oral or written, may include information concerning my work history, character, general reputation, and personal characteristics. Further, I understand some assignments may require further investigation and I will be notified accordingly. I understand that I have a right to make a request to 1st CHOICE PERSONNEL LLC to learn the nature and scope of the investigative report. I further agree not to accept employment with any company where I am, or was, assigned by 1st CHOICE PERSONNEL LLC for a 1-year period from the last working day with 1st CHOICE PERSONNEL LLC, without 1st CHOICE PERSONNEL LLC permission.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EMPLOYEE GUIDE: I hereby acknowledge that I have received, read and agree to abide by the policies established and administered by 1st CHOICE PERSONNEL LLC as outlined in the 1st CHOICE PERSONNEL LLC Employment Quick Reference Guide Handout.

Initials: \_\_\_\_\_

**1st CHOICE PERSONNEL ONLY ( Do Not Write In This Area)**

EVALUATIONS:

- CLERICAL \_\_\_\_\_
- ACCOUNTS PAYABLE \_\_\_\_\_
- ACCOUNTS RECEIVABLE \_\_\_\_\_
- BOOKKEEPNG \_\_\_\_\_
- ACCOUNTING \_\_\_\_\_
- PAYROLL \_\_\_\_\_
- WORD \_\_\_\_\_
- EXCEL \_\_\_\_\_
- POWERPOINT \_\_\_\_\_
- ACCESS \_\_\_\_\_
- TYPING \_\_\_\_\_
- DATA ENTRY \_\_\_\_\_
- 10 KEY \_\_\_\_\_

1-9 \_\_\_\_\_ W-4 \_\_\_\_\_

	E	AA	A	BA
APPEARANCE				
ATTITUDE				
COMMUNICATION				
SPEECH				
PERSONALITY				
JOB KNOWLEDGE				
EXP. LEVEL				

AVAILABILITY

\_\_\_ PERMANENT \_\_\_ FULL TIME \_\_\_ DAYS

\_\_\_ TEMPORARY \_\_\_ PART TIME \_\_\_ NIGHTS

CIRCLE THE DAYS AVAILABLE FOR WORK

SUMMER ONLY

M TU W TH F SA SU

INSTRUCTIONS: 1. PLEASE COMPLETE ALL INFORMATION ON PAGES 1, 2, AND 3 2. READ AND SIGN PAGE 3. DO NOT WRITE IN SHADED AREAS



Employee Guide  Time Slips  Resume  EV References \_\_\_\_\_ Interviewer Initials \_\_\_\_\_ AFTER HIRE ONLY:  W-4  I-9

LAST NAME	FIRST NAME	MIDDLE NAME
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TELEPHONE	CELL PHONE	SOCIAL SECURITY	DATE
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ADDRESS	CITY	STATE	ZIP
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PERMANENT ADDRESS (IF DIFFERENT)	CITY	STATE	ZIP
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BUSINESS PHONE	MAY WE CONTACT YOU AT WORK? <input type="checkbox"/>	EMERGENCY PHONE / CONTACT	ARE YOU AUTHORIZED TO WORK IN THE U.S. ? <input type="checkbox"/>
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POSITION DESIRED \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

HOW DID YOU LEARN OF US? \_\_\_\_\_

HAVE YOU EVER BEEN BONDED YES  NO  HAVE YOU EVER BEEN CONVICTED OF A FELONY YES  NO   
 ARE YOU REGISTERED WITH ANY OTHER FIRMS YES  NO

WHO? \_\_\_\_\_

DESIRED SALARY _____	MINIMUM CONSIDERED _____	GEOGRAPHICAL PREFERENCE _____
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SMOKER YES <input type="checkbox"/> NO <input type="checkbox"/>	WORK RESTRICTIONS _____	MODE OF TRANSPORTATION _____
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**EDUCATIONAL HISTORY**

SCHOOLS	ATTENDED		NAME AND ADDRESS OF SCHOOL	MAJOR / MINOR	GRADE POINT AVE.	GRAD YES - NO	TYPE DEGREE REC'D
	FROM MO/YR	TO MO/YR					
HIGH SCHOOL							
COLLEGE							
OTHER							

THIS SECTION SHOULD BE COMPLETED EVEN THOUGH A RESUME MAY BE SUBMITTED

**EMPLOYMENT HISTORY** LIST LAST POSITION FIRST INCLUDE ANY MILITARY SERVICE AND PART TIME POSITIONS

FROM		TO		EMPLOYER	TYPE OF BUSINESS
MO.	YR.	MO.	YR.		
				COMPANY NAME	
				ADDRESS	PHONE#

POSITION HIRED	PRESENT POSITION
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NAME - TITLE OF SUPERVISOR	SALARY HISTORY - BEGINNING	ENDING
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DESCRIBE DUTIES OF POSITION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

COMMENTS \_\_\_\_\_

FROM		TO		EMPLOYER	
MO.	YR.	MO.	YR.	COMPANY NAME	TYPE OF BUSINESS
				ADDRESS	PHONE#

POSITION HIRED	LAST POSITION	
NAME - TITLE OF SUPERVISOR	SALARY HISTORY-BEGINNING	ENDING

DESCRIBE DUTIES OF POSITION

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REASON FOR LEAVING

COMMENTS

FROM		TO		EMPLOYER	
MO.	YR.	MO.	YR.	COMPANY NAME	TYPE OF BUSINESS
				ADDRESS	PHONE#

POSITION HIRED	LAST POSITION	
NAME - TITLE OF SUPERVISOR	SALARY HISTORY-BEGINNING	ENDING

DESCRIBE DUTIES OF POSITION

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REASON FOR LEAVING

COMMENTS

PLEASE LIST ANY COMPANIES WHICH YOU DO NOT WANT 1st CHOICE PERSONNEL LLC TO CONTACT ON YOUR BEHALF. INCLUDE ANY COMPANIES WHICH YOU HAVE SEEN OR ARE SCHEDULED TO SEE.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

REFERENCES - LIST 3 PERSONS WE CAN CONTACT REGARDING YOUR VOCATIONAL PROFICIENCY (OTHER THAN FRIENDS OR FAMILY)

NAME	WHERE EMPLOYED	TITLE	BUSINESS #	HOME #