



Employment Application Form

				Date	
Name					
Last		First		Middle	
Address					
Street		Apt #		City State Zip	
Telephone ()		Cell ()		e-mail	
18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No					
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY					
Name				Telephone ()	
Relationship					
How many hours can you work weekly?		Can you work nights?		Shifts: <input type="checkbox"/> 1, <input type="checkbox"/> 2, <input type="checkbox"/> 3	
Employment desired		<input type="checkbox"/> FULL-TIME ONLY		<input type="checkbox"/> PART-TIME ONLY	
<input type="checkbox"/> FULL- OR PART-TIME					
How soon are you available for work?					
Days available for work Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>					
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE	
High School					
College					
Bus. or Trade School					
Professional School					
HAVE YOU EVER BEEN CONVICTED OF A CRIME? <input type="checkbox"/> No <input type="checkbox"/> Yes					
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.					
Other Languages: Spanish Speak <input type="checkbox"/> Yes Write <input type="checkbox"/> yes Other Speak _____ Write _____					
What is your means of transportation to work?					
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Work Experience	Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.				
Name of employer	Name of last supervisor	Employment dates	Pay or salary		
Address		From To	Start Final		
Phone number	Your last job title				
Reason for leaving (be specific)					
Name of employer	Name of last supervisor	Employment dates	Pay or salary		
Address		From To	Start Final		
Phone number	Your Last Job Title				
Reason for leaving (be specific)					
Name of employer	Name of last supervisor	Employment dates	Pay or salary		
Address		From To	Start Final		
Phone number	Your last job title				
Reason for leaving (be specific)					
Name of employer	Name of last supervisor	Employment dates	Pay or salary		
Address		From To	Start Final		
Phone number	Your last job title				
Reason for leaving (be specific)					

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give Hire-Factor, Inc permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) Hire-Factor, Inc has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy

I understand that, in connection with the routine processing of your employment application, Hire-Factor, Inc may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, Hire-Factor, Inc, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

Signature of applicant _____

Date: _____

Hire-Factor, Inc is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in Hire-Factor, Inc

<p>Accounting Experience</p> <p><input type="checkbox"/> Accountant</p> <p><input type="checkbox"/> A/P <input type="checkbox"/> A/R <input type="checkbox"/> GL</p> <p><input type="checkbox"/> Accounting Assistant</p> <p><input type="checkbox"/> Accounting Clerk</p> <p><input type="checkbox"/> Bookkeeping</p> <p><input type="checkbox"/> Hard Collections</p> <p><input type="checkbox"/> Soft Collections</p> <p><input type="checkbox"/> Month End Close</p> <p><input type="checkbox"/> Reconciliations</p> <p><input type="checkbox"/> Multi-State Payroll</p> <p>Payroll <input type="checkbox"/> 1-50 <input type="checkbox"/> 50 - 100 <input type="checkbox"/> 100 + employees</p>	<p>Customer Service</p> <p><input type="checkbox"/> Call Center</p> <p><input type="checkbox"/> Inbound <input type="checkbox"/> Outbound</p> <p><input type="checkbox"/> Outside Sales</p> <p><input type="checkbox"/> Telemarketing</p>	<p>Software Skills</p> <p><input type="checkbox"/> Access <input type="checkbox"/> MS Excel</p> <p><input type="checkbox"/> ADP <input type="checkbox"/> MS Outlook</p> <p><input type="checkbox"/> Act <input type="checkbox"/> MS Project</p> <p><input type="checkbox"/> ADOBE Acrobat <input type="checkbox"/> MS Word</p> <p><input type="checkbox"/> ADOBE Photoshop <input type="checkbox"/> Oracle</p> <p><input type="checkbox"/> ADOBE Photoshop <input type="checkbox"/> PageMaker</p> <p><input type="checkbox"/> AS400 <input type="checkbox"/> Peachtree</p> <p><input type="checkbox"/> Crystal Report <input type="checkbox"/> Peoplesoft</p> <p><input type="checkbox"/> Eureka <input type="checkbox"/> PowerPoint</p> <p><input type="checkbox"/> Filemaker <input type="checkbox"/> QuickBooks</p> <p><input type="checkbox"/> FrameMaker <input type="checkbox"/> Quicken</p> <p><input type="checkbox"/> FrontPage <input type="checkbox"/> Quark</p> <p><input type="checkbox"/> Great Plans <input type="checkbox"/> Quattro Pro</p> <p><input type="checkbox"/> GroupWise <input type="checkbox"/> SAP</p> <p><input type="checkbox"/> HTML <input type="checkbox"/> SolidWorks</p> <p><input type="checkbox"/> Java <input type="checkbox"/> TeleMagic</p> <p><input type="checkbox"/> JD Edwards <input type="checkbox"/> UNIX</p> <p><input type="checkbox"/> Lawson Accounting <input type="checkbox"/> Visual Basic</p> <p><input type="checkbox"/> Lotus notes <input type="checkbox"/> Windows 2000</p> <p><input type="checkbox"/> Macintosh <input type="checkbox"/> Windows NT</p> <p><input type="checkbox"/> Mail Merge <input type="checkbox"/> Windows XP</p> <p><input type="checkbox"/> MAS – 90 <input type="checkbox"/> WordPerfect</p>
<p>Administrative Experience</p> <p><input type="checkbox"/> Executive Level</p> <p><input type="checkbox"/> Number of Executives supp 1-3</p> <p><input type="checkbox"/> Number of Executives supp 4+</p> <p><input type="checkbox"/> Shorthand</p> <p><input type="checkbox"/> Trade shows</p> <p>Travel arrangements</p> <p><input type="checkbox"/> foreign <input type="checkbox"/> domestic</p>	<p>Receptionist Skills</p> <p>Number of incoming lines:</p> <p><input type="checkbox"/> 1 – 5</p> <p><input type="checkbox"/> 5 – 10</p> <p><input type="checkbox"/> 10 – 20</p> <p><input type="checkbox"/> Busy</p> <p><input type="checkbox"/> Moderate</p> <p><input type="checkbox"/> Slow</p>	
<p>Clerical Experience</p> <p>Data Entry</p> <p><input type="checkbox"/> by touch <input type="checkbox"/> by sight</p> <p>Filing</p> <p><input type="checkbox"/> Alpha <input type="checkbox"/> Numeric</p> <p><input type="checkbox"/> Less than 40 wpm</p> <p><input type="checkbox"/> Type 40 + wpm</p>	<p>IT Experience</p> <p><input type="checkbox"/> A+ Certified</p> <p><input type="checkbox"/> C++ Certified</p> <p><input type="checkbox"/> Hardware Admin</p> <p><input type="checkbox"/> Help Desk</p> <p><input type="checkbox"/> MS Certified</p> <p><input type="checkbox"/> Network Admin</p> <p><input type="checkbox"/> Oracle</p> <p><input type="checkbox"/> QA</p> <p><input type="checkbox"/> Software Admin</p> <p><input type="checkbox"/> SQL</p> <p><input type="checkbox"/> System Admin</p>	