

EXECUTIVE TEMPS, INC. APPLICATION FOR EMPLOYMENT

Executive Temps is an equal opportunity employer. All applicants will be given consideration regardless of race, color, age, sex, religion, national origin, disability, sexual orientation, or veteran status.

Personal Information

Last Name	First	Middle Initial	Date
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Street Address	Desired Full-time Position(s)
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City	State	Zip Code	Social Security #
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Other names under which you have worked	Home Phone	Alternate Phone
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Employment History

Company	Address	Telephone
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Date (Mo/Yr) From: To:	Salary Starting: Ending:	Supervisor May we contact?
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Position/Title: Duties:	Reason for leaving:
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Company	Address	Telephone
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Date (Mo/Yr) From: To:	Salary Starting: Ending:	Supervisor May we contact?
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Position/Title: Duties:	Reason for leaving:
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Company	Address	Telephone
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Date (Mo/Yr) From: To:	Salary Starting: Ending:	Supervisor May we contact?
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Position/Title: Duties:	Reason for leaving:
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Computer/ Office Skills (Please check where appropriate)

<input type="checkbox"/> Internet Savvy	<input type="checkbox"/> Word PC/Mac	<input type="checkbox"/> Excel PC/Mac	List other office skills you may have, not listed: _____ _____ _____
<input type="checkbox"/> PowerPoint PC/Mac	<input type="checkbox"/> Access PC/Mac	<input type="checkbox"/> Lotus Notes/Organizer	
<input type="checkbox"/> Dictaphone	<input type="checkbox"/> Typing _____ wpm		
<input type="checkbox"/> 10-Key	<input type="checkbox"/> Fast Notes/ Shorthand _____ wpm		

Education	Institution and Address	Major	Degree/Certificate
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High School:			
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Community College:			
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Trade School:			
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University:			
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Graduate:			
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List other completed courses, Degrees or Certificates:			
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Have you ever served in the Armed Forces? Branch:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dates of Service:
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Are you legally authorized to work in the United States? Pending (please describe):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
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Have you ever been convicted of a felony (ies)? When? Where?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Disposition of case?
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Note: A previous conviction will not necessarily disqualify you from employment.

References (Previous supervisors preferred)

Name	Name
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Company	Company
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Telephone Email (not optional):	Telephone Email (not optional):
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Please describe business relationship	Please describe business relationship
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I understand that this application for employment is not a contract of employment and that if I am hired my employment and compensation can be terminated with or without notice, at any time, at the option of either the Company or myself. I certify that no representations have been made to me, written or oral, contrary to any of the matters stated above. I further understand that no agreement, contrary to any of the matters stated above, shall be effective unless it is specifically reflected in a written document signed by a director of operations and myself.

I certify that the information given on this application is true and complete, and I understand that any falsification or omissions of material facts may be cause for my dismissal. I authorize the references and/or sources listed above to give to the Company any and all information concerning my previous employment and any other pertinent information they may have, personal or otherwise. I release all such parties from all liability for any damage that may result from furnishing it to the Company.

I agree not to disclose any "Confidential Information" that I may have access to while working with an Executive Temps Client.

Applicant's Signature _____ Date _____