

Application for Employment

Personal Information:

Name: _____

Last

First

Middle

Present Address: _____

Street

City

State

Zip

Phone Number: _____ Social Security #: _____

Referred by: _____

Drivers License # _____ Birthdate: _____

Employment Desired:

Position: _____ Date you can start: _____

Is your secretarial background construction: _____ If not, what?: _____

Computer Programs Known: Microsoft Word _____ Construction Partner _____ Excel _____

Others: _____

Ten Key: _____ Typing per minute: _____ Experience in Job Costing: _____

Payroll: _____ Payroll Reports: _____ Filing: _____ Phones: _____

Special Training: _____

Salary Range: \$ _____ to \$ _____ Years Experience: _____

Previous Employers:

Name	Phone number	Position	Direct Supervisor	Years
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1. _____

Reason for Leaving: _____

2. _____

Reason for Leaving: _____

3. _____

Reason for Leaving: _____