

EDUCATION

SCHOOLS	DATES ATTENDED		NAME OF SCHOOL	ADDRESS	GRADUATE OR DEGREE?
GRADE					
HIGH					
COLLEGE					
BUSINESS OR TECHNICAL					
OTHER					

IF YOU SERVED IN THE MILITARY, LIST ANY SKILLS LEARNED WHICH YOU FEEL ARE RELEVANT TO THE POSITION YOU ARE APPLYING FOR _____

REFERENCES

NAME	ADDRESS (STREET-CITY-STATE)	OCCUPATION	YRS ACQUAINTED

CLERICAL QUALIFICATIONS OF APPLICANT (FOR OFFICE APPLICATIONS ONLY)

HOW MANY YEARS/MONTHS EXPERIENCE ON THE FOLLOWING: IF TRAINED BUT NOT EXPERIENCED MARK "T"
 TYPING _____ SPEED W.P.M _____ BOOKKEEPING _____

HOW MANY YEARS/MONTHS EXPERIENCE IN THE FOLLOWING DEPARTMENTS:

ACCOUNTING _____ BILLING _____ SECRETARIAL _____ ACCTS PAYABLE _____
 ACCTS RECEIVABLE _____ COMPUTER _____ FILING _____ PAYROLL _____
 CREITS COLLECTION _____ ACCTS PAYABLE _____

PLEASE FILL COMPLETE THE FOLLOWING BELOW AND ANY REASONS FOR PERIODS UNEMPLOYED DURING PAST (3) YEARS. START WITH MOST RECENT EMPLOYMENT.

NAME AND ADDRESS OF COMPANY & TYPE OF BUSINESS	FROM	TO	DESCRIBE THE WORK YOU DID	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO/YR	MO/YR			

