

# 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: \_\_\_\_\_