

Career Concepts MT Application

Date: _____

Personal Information

Last	First	M.I.	Salary Desired: \$	Least Acceptable: \$
Street Address		City	ST	Zip
Email:			Phone:	Positions Desired in Order of Preference: 1
Are you interested in: <input type="checkbox"/> Permanent? <input type="checkbox"/> Temporary? <input type="checkbox"/> Full-Time? <input type="checkbox"/> Part-Time?			How did you hear about us?	
Will you work evenings? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Occasionally Will you work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Occasionally			How long have you lived in this area?	
Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, please explain:	
Do you have reliable transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No Valid Drivers License? <input type="checkbox"/> Yes <input type="checkbox"/> No CDL? <input type="checkbox"/> Class A <input type="checkbox"/> Class B			High School:	City/State:
Clean Driving Record? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:			College:	Courses and Degrees: Year:
Restrictions:				US Military Records and Dates: Rank:

Employment History

Please Complete Even if Resume is Attached. List 3 most recent employers, starting with your current/most recent

From	To	Company Name	City/State:	Reason for leaving:
Position		Supervisor	Phone #:	Salary
Duties and Responsibilities:				
From	To	Company Name	City/State:	Reason for leaving:
Position		Supervisor	Phone #:	Salary
Duties and Responsibilities:				
From	To	Company Name	City/State:	Reason for leaving:
Position		Supervisor	Phone #:	Salary
Duties and Responsibilities:				

Please use NUMBERS to show how many months or years of experience you have for each of the skills below.

Bkpg/Acct

- ___ A/P
- ___ A/R
- ___ Auditing
- ___ Bank Reconcile
- ___ Billing
- ___ Collections
- ___ Financial Statements
- ___ General Ledger
- ___ Payroll
- ___ Peach Tree
- ___ QuickBooks

- ___ Quicken
- ___ Quarterly Reports
- ___ Tax Preparation

Clerical

- ___ Bank Teller
- ___ C/S
- ___ Dispatching
- ___ Filing
- ___ Front Desk
- ___ Invoicing
- ___ Legal Terms

- ___ Medical Claims
- ___ Medical Terms
- ___ Multi-Line Phones
- ___ Office Equipment

- ___ Supply Ordering
- ___ Scheduling
- ___ Ten Key
- ___ Transcription
- ___ Typing (WPM___)

Computer

- ___ Access
- ___ Auto CAD
- ___ Business Works
- ___ Claris Works
- ___ Data Entry

- ___ Excel
- ___ Internet
- ___ Mac
- ___ Microsoft

- ___ MS Dos
- ___ PowerPoint
- ___ Programming
- ___ Web Page Development
- ___ Word

Construction

- ___ Architecture
- ___ Asphalt
- ___ Blueprint/Estimtg
- ___ Cabinet Making
- ___ Carpenter Asst
- ___ Concrete
- ___ Dry Wall
- ___ Electrical
- ___ Finish Carpentry
- ___ Flooring
- ___ Framing

- ___ Glazier
- ___ Log Construction
- ___ Masonry

- ___ Plumbing
- ___ Post Frame

- ___ Remodeling
- ___ Roofing
- ___ Siding
- ___ Texturing
- ___ Tiling

Heavy Equipment

- ___ Backhoe
- ___ Bulldozer
- ___ Caterpillar

- ___ Cranes
- ___ Dump Truck
- ___ Farming Equipment
- ___ Forklift
- ___ Front End Loader

- ___ Haying Equipment
- ___ Logging Equipment

- ___ Road Equipment
- ___ Tow Truck
- ___ Tractor Trailer
- ___ Other:

Engineering

- ___ Chemical
- ___ Civil Engineering
- ___ Computer Science

- ___ Construction
- ___ Electrical

- ___ Environmental
- ___ Industrial
- ___ Mechanical

Management

- ___ AG Management
- ___ Business Admin
- ___ Construction
- ___ Human Resources
- ___ Inventory/Purchs.

- ___ Office Mgmt
- ___ Production Mgmt.
- ___ Project Mgmt
- ___ Property Mgmt
- ___ Restaurant Mgmt

- ___ Sales Mgmt
- ___ Technical/Scientific

Medical

- ___ CNA

- ___ Chiropractic's
- ___ Dental Assistant
- ___ Hygienist
- ___ Geriatrics
- ___ LPN
- ___ Massage Therapist
- ___ Optical
- ___ Physical Therapy

- ___ Radiologist
- ___ RN
- ___ Vet Tech

Misc. Skills

- ___ Advertising
- ___ Art/Illustration
- ___ Buyer
- ___ Cash Register

- ___ Childcare
- ___ CPR/First Aid

- ___ Foreign Language
- ___ Grant Writing
- ___ Inventory
- ___ Nutrition
- ___ Public Relations
- ___ Security

- ___ Sign Language
- ___ Surveying
- ___ Travel Agent

Sales

- ___ Agriculture
- ___ Auto/Equip
- ___ Construction
- ___ Industrial
- ___ Insurance
- ___ Parts
- ___ Real Estate
- ___ Telemarketing
- ___ Retail
- ___ Commission

Service

- ___ Bartending
- ___ Bus/ Clean UP
- ___ Cooking
- ___ Dishwashing
- ___ Front Desk Clerk
- ___ Gourmet Chef
- ___ Host/Hostess
- ___ Housekpg/Lndry
- ___ Janitorial/Maint.
- ___ Wait Person

Trades, Misc.

- ___ Ag, Farming
- ___ Ag, Livestock

- ___ Auto Body
- ___ Auto Detailing

- ___ Auto Glass
- ___ Broadcasting
- ___ Carpet Cleaning
- ___ Carpet Install
- ___ Casting
- ___ CNC Machinist
- ___ Copier Repair
- ___ CX

- ___ Drilling
- ___ Electronics
- ___ EMT
- ___ Graphic Design

- ___ HVAC
- ___ Hydraulics
- ___ Interior Design
- ___ Journalism
- ___ Landscaping

- ___ Logging
- ___ Machinist

- ___ Meat Cutting
- ___ Mechanic, Auto
- ___ Mechanic, Diesel
- ___ Painting
- ___ Paralegal
- ___ Photography

- ___ Press Operator
- ___ Sewing
- ___ Sheet Metal
- ___ Small Appl Repair

- ___ Small Engine Repair
- ___ Snow Plowing
- ___ Technical Writing

- ___ Tire and Alignments
- ___ UX
- ___ Welding
- ___ Types

To avoid duplication of effort, please list all companies you have already contacted or plan to contact in the past 3 months, including other employment services. Please list position:

References

List, with current phone numbers, at least 3 WORK RELATED (supervisor or manager) references:

BACKGROUND CHECK: *I hereby authorize a review, full disclosure and release of any and all criminal history records concerning myself to Career Concepts as my duly authorized agent for receipt of this application. I release the providers and users from any liability under state or federal privacy laws, and incurred from the use of this information.*

Birth Date: _____

SS#: _____

Signature: _____

Interview Notes

For Office Use Only

Consultant: _____

Date: _____

Wand: _____

Obv: _____