



**Quick Temps, Inc.**

Temporary and Permanent  
Placements

Date \_\_\_\_\_

# CLERICAL EMPLOYMENT APPLICATION

FOR OFFICE USE ONLY

Computer \_\_\_\_\_

Social Security Number \_\_\_\_\_

Resume \_\_\_\_\_

LAST NAME	MIDDLE	FIRST	Will you accept same day Assignments? ( ) Yes ( ) No	Will you work temporary jobs? ( ) Yes ( ) No	Will you work a permanent job? ( ) Yes ( ) No
STREET ADDRESS			Have you worked for a temporary agency before? ( ) Yes ( ) No	Valid Drivers Lic.? ( ) Yes ( ) No Mode of Transportation _____	List any legal restrictions:
CITY		STATE	ZIP CODE	Have you ever been convicted of a felony? ( ) Yes ( ) No	Have you ever been bonded? Have you ever refused bond? Are you bondable now?
HOME PHONE		MESSAGE PHONE			
Person to notify in case of emergency		Phone		<b>LIST TYPES OF WORK YOU CAN DO THAT ARE NOT LISTED BELOW</b>  1. _____ 4. _____  2. _____ 5. _____  3. _____ 6. _____	
Dates available for work	Circle days available	Shift available			
Start                      End	M T W T F S S	Days   Swings   Graves	Other _____		

**CHECK ONLY THE SKILLS IN WHICH YOU HAVE WORK EXPERIENCE**

<p style="text-align:center;"><b>CLERICAL SKILLS</b></p> <input type="checkbox"/> Addressing <input type="checkbox"/> Coding <input type="checkbox"/> Collating <input type="checkbox"/> Copying <input type="checkbox"/> E-mail <input type="checkbox"/> Faxing <input type="checkbox"/> Filing <input type="checkbox"/> Phones <input type="checkbox"/> Multi-Line Phones <input type="checkbox"/> Proofreading <input type="checkbox"/> Receptionist <input type="checkbox"/> Ten Key by Touch <input type="checkbox"/> Typing Speed ____ wpm  <p style="text-align:center;"><b>SECRETARIAL</b></p> <input type="checkbox"/> Engineering <input type="checkbox"/> Executive <input type="checkbox"/> Legal <input type="checkbox"/> Medical	<p style="text-align:center;"><b>BOOKKEEPING</b></p> <input type="checkbox"/> Accounts Payable <input type="checkbox"/> Accounts Receivable <input type="checkbox"/> Assistant <input type="checkbox"/> Bank Reconciliation <input type="checkbox"/> Collection <input type="checkbox"/> Credit <input type="checkbox"/> Full Charge <input type="checkbox"/> General Ledger <input type="checkbox"/> Payroll <input type="checkbox"/> Trial Balance  <p style="text-align:center;"><b>BOOKKEEPING SOFTWARE</b></p> <input type="checkbox"/> Peach Tree <input type="checkbox"/> Quickbooks <input type="checkbox"/> Quickbooks Pro <input type="checkbox"/> Quicken <input type="checkbox"/> MAS 90 <input type="checkbox"/> Other _____ _____ _____	<p style="text-align:center;"><b>COMPUTER HARDWARE</b></p> <input type="checkbox"/> IBM PC (or compatible) <input type="checkbox"/> MacIntosh  <p style="text-align:center;"><b>COMPUTER SOFTWARE</b></p> <input type="checkbox"/> Access <input type="checkbox"/> Lotus <input type="checkbox"/> M/S Excel <input type="checkbox"/> M/S Word <input type="checkbox"/> Pagemaker <input type="checkbox"/> Photoshop <input type="checkbox"/> Quark <input type="checkbox"/> Word Perfect/Corel <input type="checkbox"/> Other _____  <input type="checkbox"/> Housekeeping <input type="checkbox"/> Flagging Certified: yes ( ) no ( )  <p style="text-align:center;"><b>FOREIGN LANGUAGE(S)</b></p> _____	<p style="text-align:center;"><b>MISCELLANEOUS</b></p> <input type="checkbox"/> Bank Teller <input type="checkbox"/> Cashier <input type="checkbox"/> CNA <input type="checkbox"/> Cook <input type="checkbox"/> Customer Service <input type="checkbox"/> Demonstrator <input type="checkbox"/> Florist <input type="checkbox"/> Insurance <input type="checkbox"/> Inventory <input type="checkbox"/> Lab Tech <input type="checkbox"/> Licensed Insur. Agent <input type="checkbox"/> Loan Processor <input type="checkbox"/> Personnel <input type="checkbox"/> Pharmacy Tech <input type="checkbox"/> Registered Nurse <input type="checkbox"/> Transcription <input type="checkbox"/> Wait Staff <input type="checkbox"/> Other _____ _____ _____
---	---	---	--

