

LAST NAME	FIRST	MIDDLE	DATE _____	A 1 2 3 P 1 2 3	COUNSELOR _____
ADDRESS		SS#	TYPING SKILLS		BOOKKEEPING & ACCOUNTING
		CELL PHONE	SPEED _____	FULL CHARGE _____	
		EMAIL	10 KEY CALCULATOR	ACCOUNTS RECEIVABLE _____	
		HOW DID YOU HEAR ABOUT US?	BY TOUCH _____	ACCOUNTS PAYABLE _____	
CITY	STATE	ZIP	BY SIGHT _____	PAYROLL _____	
POSITION DESIRED	SECOND CHOICE	SALARY LEAST CONSIDERED FOR RIGHT OPPORTUNITIES \$	COMPUTER SOFTWARE	FINANCIAL STATEMENTS _____	
COLLEGES ATTENDED	MAJOR MINOR	YR GRAD	_____	QUARTERLY TAXES _____	
**HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY?			_____	INVENTORY RECORDS _____	
**IF YES, EXPLAIN.			_____	COLLECTIONS _____	
			_____	TELEPHONE SYSTEMS PBX # OF LINES ____	

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RECORD OF EMPLOYMENT (OFFICE USE ONLY)				DO NOT WRITE BELOW. PLEASE CONTINUE ON BACK.	
PRESENT OR LAST EMPLOYER	(1) NAME OF COMPANY (2) ADDRESS OF COMPANY	(1) KIND OF BUSINESS (2) YOUR POSITION	(1) STARTING SALARY (2) INCREASED TO	DESCRIPTION OF WORK PERFORMED	REASON FOR LEAVING
FROM	1	1	1		
TO	2	2	2		
FROM	1	1	1		
TO	2	2	2		
FROM	1	1	1		
TO	2	2	2		
FROM	1	1	1		
TO	2	2	2		

SO THAT WE WILL NOT WASTE YOUR TIME IN DUPLICATING YOUR EFFORTS PLEASE LIST BELOW NAMES OF ALL AGENCIES OR COMPANIES TO WHICH YOU HAVE APPLIED IN THE PAST 90 DAYS.

1 _____ 2 _____ 3 _____
4 _____ 5 _____ 6 _____
7 _____ 8 _____ 9 _____
10 _____ 11 _____ 12 _____

PLEASE LIST EMERGENCY CONTACTS BELOW

SPOUSE/PARTNER _____ PHONE _____

PARENT _____ PHONE _____

FRIEND _____ PHONE _____

PROFESSIONAL REFERENCES:

FORMER EMPLOYER: _____

CONTACT NAME & NUMBER: _____

FORMER EMPLOYER: _____

CONTACT NAME & NUMBER: _____

FORMER EMPLOYER: _____

CONTACT NAME & NUMBER: _____

I CERTIFY THAT ALL INFORMATION IN THIS APPLICATION FOR EMPLOYMENT IS TRUE AND COMPLETE. I UNDERSTAND THAT ANY FALSE INFORMATION OR OMISSION MAY DISQUALIFY ME FOR EMPLOYMENT AND MAY RESULT IN A DISMISSAL IF DISCOVERED AT A LATER DATE. I UNDERSTAND THAT I MAY BE REQUIRED TO SUCCESSFULLY PASS A PRE- AND/OR POST-EMPLOYMENT DRUG SCREEN, EDUCATIONAL RECORDS REQUEST, AND STATE/NATIONAL BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. IN CONSIDERATION FOR EMPLOYMENT I AGREE AND GIVE CONSENT TO APEX STAFFING TO PERFORM THE PRE-EMPLOYMENT SCREENINGS MENTIONED ABOVE.

SIGNATURE _____ DATE _____