

# APPLICATION



FULL TIME     PART TIME  
 TEMPORARY     TEMP TO HIRE

FOR OFFICE USE ONLY		
MO	DAY	YR

SOCIAL SECURITY #

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LAST NAME (PLEASE PRINT)      FIRST      MIDDLE			HOME PHONE	\$ TEMP WAGE	\$ SALARY DESIRED	\$ MINIMUM SALARY
STREET ADDRESS      APT.			BUSINESS PHONE-EXTENSION		1ST POSITION DESIRED	
CITY      STATE      ZIP			ALTERNATE CONTACT-PHONE		2ND POSITION DESIRED	
LIST HIGHEST SCHOOLING FIRST			GRADUATE    DIPLOMA – DEGREE    MAJOR – MINOR		3RD POSITION DESIRED	
NAME			Y N		REF CHECK SIGNED <input type="checkbox"/> AGREEMENT SIGNED <input type="checkbox"/>	
NAME			Y N		INTERVIEWED BY	
NAME			Y N		E	

DATES	LAST/PRESENT EMPLOYER & ADDRESS	BUSINESS	OCCUPATION	W2 INCOME	WHY LEAVE	G-P
FROM \			JOB TITLE	SALARY \$		
TO \			SUPERIOR & TITLE	INCENTIVE		
			PHONE	BENEFITS		
FUNCTIONS (DUTIES): _____						

HOW OBTAINED?		WHO HIRED?				
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HOW OBTAINED?		WHO HIRED?				
<b>◆ COMMENTS</b>						

**CAREER CONSULTATION**

- Please give the following questions serious thoughts.
- Your candid answers will help us counsel you on your career path.

What is most important to you in terms of your career? \_\_\_\_\_

Where do you see yourself in two years? \_\_\_\_\_

Rank in order of priority with 1 being the most important.  Benefits  Money  Location  Advancement  Challenges  Security

Can you achieve these goals at your current company  Y  N Have you discussed that with your boss?  Y  N

Under what circumstances could your present company retain you? \_\_\_\_\_

What three things do you like about your present or last job/company? 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

What don't you like? 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ How long have you been looking? \_\_\_\_\_

How did you hear of us? \_\_\_\_\_ Years lived in this area? \_\_\_\_\_ Prefer a non-smoking environment?  Y  N

Valid Drivers License?:  Y  N State \_\_\_\_\_ Clean DMV  Y  N Commuting Distance/Time \_\_\_\_\_

Will you travel?  Y  N Nights per week \_\_\_\_\_ Per month \_\_\_\_\_ Weekends  Y  N

Please list the companies you have contacted for employment or where you have worked as a temporary, so we will not waste your time in duplicating your efforts.

Company/City	Contact/Title	Company/City	Contact/Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**REFERENCES**

NAME & TITLE	COMPANY	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been convicted of a felony?  Yes  No

If yes, please give details. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By my signature I acknowledge that to the best of my present belief and knowledge, all of the information set forth herein by me is true, accurate and complete.

\_\_\_\_\_  
Signature Date

INTERVIEWER'S COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*Please put a check mark beside anything you have experience in. Abbreviations to the left are for internal use only.\*\***

**EDUCATION**

EAA	T.S. TECH SCHOOL
EAB	A.A. ASSOCIATE OF ARTS
EAD	B.S.
EAE	B.A.
EAG	M.S.
EAJ	M.B.A.
EAK	J.D.
EAL	M.D.
EAM	D.D.S.
EAN	PH.D.

**BACKGROUND**

BAA	ADVERTISING
BBA	BANKING
BCA	CONSTRUCTION
BDA	DISTRIBUTION
BEA	ENGINEERING
BEC	ELECTRICAL
BED	EDUCATION
BFA	FOOD/REST/MGMT
BFB	FINANCE
BGB	GRAPHIC DESIGN
BGC	WEBSITE DEVELOPMENT
BHA	HOSPITAL
BHC	HUMAN RESOURCE
BHD	HEAVY EQPT OPS
BIA	INSURANCE
BLA	LEGAL
BMB	MEDICAL/DENTAL
BMC	MANUFACTURING
BPA	PUBLIC ACCOUNTING
BPD	PROPERTY MANAGEMENT
BPE	PURCHASING
BSA	SALES
BUA	TRANSPORTATION
BWK	ACCOUNTING
BXA	MANAGEMENT
BXB	PUBLIC RELATIONS
BXC	MEDIA

**ACCOUNTING**

CBA	DATA ENTRY/ALPHA
CBB	DATA ENTRY/NUMERIC
CCA	ACCOUNTS PAYABLE
CCB	ACCOUNTS RECEIVABLE
CCC	BANK RECONCILIATION
CCD	GENERAL LEDGER
CCE	PAYROLL-COMPUTER
CCF	PAYROLL-MANUAL
CCG	P & L/FINANCIALS
CCJ	COLLECTIONS
CCL	FULL CHARGE
CCN	TAXES
CCO	CPA
CCP	CERT MGMT ACCT
CCQ	COST ACCOUNTING
CCS	CORPORATE ACCOUNTNG
CCW	AUDITOR
CCX	CONTROLLER/COMPTROLLER

**CLERICAL**

CFK	GENERAL CLERICAL
CFL	GENERAL COMPUTER
CFQ	INSURANCE BILLING
CFR	TELESURVEYOR
CFT	TRAVEL AGENT
CFX	HOTEL FRONT DESK CLERK
CDA	1-5 PHONE LINES

**CLERICAL (cont)**

CDB	5-10 PHONE LINES
CDC	10-20 PHONE LINES
CDD	20-50 PHONE LINES
CDE	50+ PHONE LINES
CEB	TYPING: LESS THAN 50
CEC	TYPING: GREATER THAN 50
CED	10-KEY: LESS THAN 6000
CEE	10-KEY: GREATER THAN 6000
CEF	MS PUBLISHER
CEG	MS PROJECT
DDA	MS ACCESS
DDB	MS EXCEL
DDC	MS OUTLOOK
DDD	MS POWERPOINT
DDE	QUICKBOOKS
DDF	QUICKEN
DDG	WINDOWS
DDH	MACINTOSH
DDI	MS WORD
DDJ	WORDPERFECT
DDK	APPLEWORKS
DDL	LEGAL: TIMESLIPS
DDM	LOTUS
DDN	MAS 90
DDO	GREAT PLAINS
DDP	ORACLE
DDQ	SOLOMON
DDR	PEACHTREE
DDS	TURBO TAX
DDT	JD EDWARDS
DDU	AUTOCAD
DDV	SOLIDWORKS
DDW	ADOBE
DDX	CORELDRAW
DDY	FREEHAND
DDZ	PAGEMAKER
DED	QUARKXPRESS
DEE	MEDISOFT
DEF	GIS SOFTWARE

**INDUSTRIAL**

ACB	LIFT: UP TO 25 LBS
ACC	LIFT: 26-50 lbs
ACD	LIFT: 51-75 LBS
ACE	LIFT: 76-100 LBS
JAB	HVAC
JAC	SCANNING/ELECTRONIC GUN
JAD	SHRINK WRAP
JAЕ	LAMINATING MACHINE
JAF	FORKLIFT CERTIFIED
JAG	SIT FORKLIFT
JAH	STAND FORKLIFT
JAI	QUALITY CONTROL
JAK	PARTS DEPARTMENT
JAL	MACHINE OPERATOR
JAM	OFFSET PRESS
JAN	BOOM TRUCK OPERATOR
JAО	PRINTER COMMERCIAL
JAP	METAL STAMPING
JAQ	GRINDER
JAR	POWER TOOLS
JAS	ELECTRONIC ASSEMBLY
JAT	MECHANICAL ASSEMBLY
JAU	AUTO BODY
JAV	BLUEPRINT
JAW	SCHEMATICS

**INDUSTRIAL (cont)**

JAX	LATHE OPERATOR
JAY	PUNCH PRESS OPERATOR
JAZ	TRIM PRESS OPERATOR
JBA	CAST SANDING OPERATOR
JBB	INJECTION MOLDING
JBC	GENERAL MACHINIST
JBD	TOOL & DIE
JBE	CNC MACHINIST
JBF	TOOL ROOM MACHINIST
JBG	MILLWRIGHT
JBH	CAD OPERATOR
JBI	BRAKE PRESS
JBJ	CARPENTRY/FINISH
JBK	CDL CLASS A DRIVER
JBL	CDL CLASS B DRIVER
JBN	CRANE/LIGHT
JBO	DRILL PRESS
JBP	FITTER
JBQ	PAINTING/SPRAY
JBR	PAINTING/BRUSH
JBS	PACKAGING
JBT	WELDING: List types
JCD	DOUBLE/TRIPLE
JCE	ENDORSEMENTS
JCF	HAZARDOUS
JCG	NO AIR BRAKES
JCH	PASSENGER
JCI	TANKER
JCM	ASE CERTIFIED
KAF	INVENTORY
KAG	SHIPPING/RECEIVING
KAH	HAND HELD PALLET JACK
KAL	JANITORIAL
KAM	ASSEMBLY LINE
KAN	FOOD HANDLER
KAP	SANDBLASTER
KAQ	SECURITY
KAS	MAILROOM
KAT	PRODUCTION
KAV	BINDING
KAX	CASHIER
KAY	CONCRETE GENERAL LABOR
KAZ	RUNNER/MESSENGER
KBB	LAWNCARE
KBC	SOLDERING
KBE	WAREHOUSE
KBF	HOUSE KEEPING
KBH	MECHANICAL KNOWLEDGE
KBI	FURNITURE MOVER
KBJ	LUMBER YARD WORKER
KBK	BARTENDER
KBN	LANDSCAPING
KBP	IRRIGATION SYSTEMS
KBQ	DIESEL MECHANIC
KBS	COOK INSTITUTIONAL
KBT	COOK FAST FOOD/RESTAU
KBV	INDUSTRIAL LAUNDRY
KCC	TRUCK DISPATCHER
KCE	LUMBER MILL WORKER
KCF	RED CARD CERT. (FIRE)
KCG	BUILDING MAINTENANCE
KCI	TRUCKING

## INDUSTRIAL (cont)

KCJ	MASONRY
KCK	PLUMBING
KCL	EXCAVATION
KCN	ELECTRICIAN
KCO	BOILER OPERATOR
KCR	CONSTRUCTION COMMERCIAL
KCS	CONSTRUCTION INDUSTRIAL
KCT	CONSTRUCTION RESIDENTIAL
KCU	DRILLING
KCW	ROOFING
KCX	DRYWALL/SHEETROCK
KDB	DISHWASHER
KDC	INDUSTRIAL SEWING
KDE	SPORTS MANUFACTURING
KDF	CONCRETE FINISHING
KDG	CONCRETE FRAMER/MOLDER
KDH	CARPET INSTALLER
KDI	FARM/RANCH WORK
KDJ	CARPENTRY/ROUGH
KDK	WAIT STAFF
KDL	SURVEYOR

## MEDICAL

MEJ	TRANSCRIPTION
MEK	OCCUP THERAPIST
MEL	AMBULATORY CARE
MEN	MEDICAL RECORDS
MEO	CHIROPRACTIC
MEQ	ACUPUNCTURE
MER	AMBULANCE
MEV	BIO-MEDICAL EQPT
MEW	BLOOD/PLASMA/HEMA
MEX	BURN UNIT
MEY	CARDIAC CARE
MFB	CAT
MFQ	DIALYSIS
MFR	DISPATCHER
MFT	EEG
MFU	EKG
MFV	FAMILY PRACTICE
MFW	FLUOROSCOPY
MGA	HOME HEALTH
MGD	ICU
MGF	INFECTION CONTROL
MGH	LABOR/DELIVERY
MGI	LABORATORY
MGJ	MAG RES IMAGING
MGL	MATERNITY
MGV	OB/GYN
MGW	OCCUPATIONAL HEALTH
MGY	ONCOLOGY
MHA	OPTOMETRIC
MHB	ORTHOPEDIC
MHD	PARAMEDIC/EMT
MHE	PEDIATRICS
MHH	PHARMACY
MHI	PHLEBOTOMY
MHJ	PODIATRY
MHO	PSYCHIATRY
MHR	RADIOLOGY
MHU	REHABILITATION
MHV	SEROLOGY
MHY	SPEECH PATHOLOGIST
MIB	SURGERY
MKK	HOSPITAL/CLINIC
MKW	NURSING HOME
MLB	RESEARCH
MMF	CARDIOVASCULAR
MMG	CHRONIC PAIN

## MEDICAL (cont)

MMH	EMERGENCY ROOM
MMS	RN
MMT	LPN
MMV	NURSE PRACTITIONER
MMX	RESPIRATORY THERAPIST
MZF	VETERINARIAN
MZG	VET TECHNICIAN
MZI	MASSAGE THERAPIST
MZJ	CERT. NURSE ASST
MZK	ICD-9 CODING
MZL	CPT
MZM	DENTAL HYGIENIST
MZN	DENTAL ASSISTANT

## BANK

OAA	COMMERCIAL
OAB	CONSUMER
OAC	CORPORATE
OAE	LOAN PROCESSOR
OAF	REAL ESTATE
OAG	EXAMINER
OAH	MORTGAGE UNDERWRITER
OAI	INVESTMENT BANKER
OAJ	LOAN OFFICER
OAK	TELLER
OZB	1-5 YEARS EXPERIENCE
OZD	5+ YEARS EXPERIENCE

## LEGAL

PAA	ATTORNEY
PAE	SECRETARY
PAF	PARALEGAL
PBJ	BANKRUPTCY
PBU	CORPORATE
PCA	EMPLOYMENT
PCC	ENTERTAINMENT/ARTS
PCE	ESTATE/PROBATE
PCT	LITIGATION
PCV	MEDICAL MALPRACTICE
PCX	MINING
PDB	PARTNERSHIPS
PDC	PATENT/TRADE/COPY
PDD	PENSION
PDE	PERSONAL INJURY
PDF	PRODUCT LIABILITY
PDI	REAL ESTATE/DOMAIN
PDN	TAX
PDP	TRADE REGULATIONS
PDS	TRIAL/CIVIL
PDT	TRIAL/CRIMINAL
PDV	WILLS AND TRUSTS
PDW	WORKERS COMP

## HUMAN RESOURCES

QAA	HUMAN RESOURCES
QAB	BENEFITS ADMIN
QAC	LABOR RELATIONS
QAD	OSHA COMPLIANCE
QAE	PENSIONS
QAF	UNION NEGOTIATIONS

## INFORM. TECHNOLOGY

RAA	INFORMATION SERVICES
RAB	DATABASE SUPPORT
RAC	DATA COMMUNICATIONS
RAD	SOFTWARE SUPPORT
RAE	COMPUTER OPERATOR
RAF	PROGRAM ANALYST
RAG	PROGRAM SYSTEM
RAH	DATA PROCESSING
RAI	PROGRAMMER
RAJ	BACKUP/DISASTER RECOVERY

## DATA PROCESS (cont)

RAK	CONFIGURE SYSTEMS
RAL	CONVERSIONS
RAN	DATABASE-SYSTEM PRO
RAO	DESIGN
RAP	DOCUMENTATION
RAQ	FIRMWARE ENGINEERING
RAR	HARDWARE ENGINEERING
RAS	SOFTWARE ENGINEERING
RAT	PERFORMANCE MONITOR
RAU	SECURITY
RAV	SITE/CAPACITY PLAN
RAW	SYSTEM MANAGEMENT
RPA	ACCOUNTING
RPG	FIXED ASSETS
RPM	BANKING
RQG	BROKERAGE
RQH	CREDIT
RQJ	INSURANCE
RQK	AUTO
RQL	CASUALTY
RQM	DISABILITY
RQN	HEALTH
ROO	LIFE
RQP	SALES/MARKETING
RQR	PUBLIC RELATIONS
RQS	RETAIL
ROU	WHOLESALE
RQW	DESKTOP PUBLISHING
RRG	UTILITIES
RRI	SUPERVISE/MANAGE

## SYSTEMS

RBK	MS/DOS
RBS	UNIX
RDG	ETHERNET
RDH	IBM
TDI	LAN
RDK	NOVELL
RDO	TCP/IP
RDR	WAN
RFD	PROGRAM LANG: BASIC
RFE	PROGRAM LANG: "C"
RFF	PROGRAM LANG: C++
RFG	PROGRAM LANG: COBOL
RFH	PROGRAM LANG: FORTRAN

## ENGINEERING

SAJ	AUTOMOTIVE
SBA	ELECTRICAL
SBI	ENVIRONMENTAL
SBR	HVAC
SBV	INDUSTRIAL
SHH	MECHANICAL
SHI	CIVIL
SHJ	STRUCTURAL

## LANGUAGES

ZZZ	List fluent languages

PRINT  
NAME: \_\_\_\_\_

SIGN  
NAME: \_\_\_\_\_

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



Date: \_\_\_\_\_

I have applied for employment with Nelson Personnel. As part of that application process, I have been requested to provide references and information regarding my background from former employers, civilian or military, and educational institutions.

The purpose and procedures used in this investigation have been fully described to me and I completely understand the reasons and potential uses of such investigation. I authorize Nelson Personnel to use any and all information acquired to make decisions regarding my employment.

I understand and agree that if any material facts are discovered that differ from those facts stated by me on my employment application, at my interview, or at any time prior to my commencing employment at Nelson Personnel or its Client companies (if I am offered a position with Nelson Personnel or its Client companies) I will not be offered the job. Furthermore, I understand and agree that if material facts are later discovered that are inconsistent with, or differ from, facts I furnished before taking the job, that will be grounds for discipline up to, and including, termination.

I hereby authorize and request my references, former employers and educational institutions that I attended to provide to Nelson Personnel the information it requests about me, my employment and my educational background. I release and discharge Nelson Personnel and its Client companies, its employees and agents and all persons or organizations that may provide information regarding me in accordance with this authorization, of and from any liability arising out of such inquiries by Nelson Personnel or its Client companies, or any response to any such inquiry.

Name: \_\_\_\_\_  
Last First Middle

Maiden Name or Other Name Used: \_\_\_\_\_

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

Residence History (Please Include Last Seven Years):

Location: \_\_\_\_\_ From (date): \_\_\_\_\_ To(date): \_\_\_\_\_

Location: \_\_\_\_\_ From (date): \_\_\_\_\_ To(date): \_\_\_\_\_

Location: \_\_\_\_\_ From (date): \_\_\_\_\_ To(date): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**Non-Disclosure of Proprietary Information Agreement**

I, \_\_\_\_\_, understand and agree that any knowledge or information that I may obtain during my interview with a Nelson Personnel Professional Employment Consultant about a Nelson Personnel Client and available employment opportunities with that Nelson Personnel Client is proprietary in nature.

Additionally, I further understand and agree that I shall not use this proprietary information for my own benefit in order to obtain employment with a Nelson Personnel Client without obtaining written permission from Nelson Personnel. If I should decide to seek employment with a Nelson Personnel Client because of the proprietary information I obtained as a result of my interview with a Nelson Personnel Professional Employment Consultant, and if I obtain employment with a Nelson Personnel Client through the use of this proprietary information, I will be liable for the entire fee that Nelson Personnel would normally collect from the Client for utilizing Nelson Personnel and its employment services.

This agreement is effective for thirty (30) days from the date of my signature below.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

I have advised the above named applicant of his/her obligations and responsibilities regarding proprietary information that he/she may acquire while interviewing for employment through Nelson Personnel.

\_\_\_\_\_  
Professional Employment Consultant

\_\_\_\_\_  
Date





Date: \_\_\_\_\_

In accordance with the Fair Credit Reporting Act, I, \_\_\_\_\_,  
authorize Nelson Personnel to release my employment references with any Nelson  
Personnel client companies that may request them.

I further understand that only employment references will be released if requested by a  
Nelson Personnel client company.

\_\_\_\_\_  
Applicant Signature



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