



## APPLICATION OF EMPLOYMENT

*Your means to a dependable source of support and employment stability*

PERSONAL	Last Name		First Name		M.I.	Social Security Number								
	Home Address - Street				Mailing Address (If different from home address) – Street									
	City, State			Zip Code		City, State		Zip Code						
	Home Phone ( ) ( ) ( )			Cell Phone ( ) ( ) ( )		Other Phone ( ) ( ) ( )								
	E-Mail Address					Birthday (Month/Day)								
	Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> NO			If Yes, provide details										
	Are you currently collecting unemployment? <input type="checkbox"/> Yes <input type="checkbox"/> NO													
	How did you hear of Anchor Staffing?													
	Emergency Contact													
	Name (first and last)				Relationship		Phone Number ( ) ( ) ( )							
GENERAL	Temporary <input type="checkbox"/> Will Accept <input type="checkbox"/> Will Not Accept		Temporary – to – Hire <input type="checkbox"/> Will Accept <input type="checkbox"/> Will Not Accept		Direct Hire <input type="checkbox"/> Will Accept <input type="checkbox"/> Will Not Accept									
	Days Available													
	<input type="checkbox"/> Sunday		<input type="checkbox"/> Monday		<input type="checkbox"/> Tuesday		<input type="checkbox"/> Wednesday		<input type="checkbox"/> Thursday		<input type="checkbox"/> Friday		<input type="checkbox"/> Saturday	
	Availability													
	<input type="checkbox"/> Same Day		<input type="checkbox"/> Full-time		<input type="checkbox"/> Part-time		<input type="checkbox"/> Days		<input type="checkbox"/> Swing		<input type="checkbox"/> Evenings		<input type="checkbox"/> Graveyard	
	Means of Transportation to Work													
<input type="checkbox"/> Car			<input type="checkbox"/> Ride			<input type="checkbox"/> Public Transportation			<input type="checkbox"/> Car Pool					
How far are you willing to travel?				When Available				Salary Requirements						
EDUCATION	High School		Date Attended		Graduate <input type="checkbox"/> Yes <input type="checkbox"/> NO		If no, number of years completed							
	Location				Major/Field of Study									
	College		Date Attended		Graduate <input type="checkbox"/> Yes <input type="checkbox"/> NO		If no, number of years completed							
	Location				Major/Field of Study									
	Technical		Date Attended		Graduate <input type="checkbox"/> Yes <input type="checkbox"/> NO		If no, number of years completed							
	Location				Major/Field of Study									
	Other		Date Attended		Graduate <input type="checkbox"/> Yes <input type="checkbox"/> NO		If no, number of years completed							
	Location				Major/Field of Study									

P R E V I O U S E M P L O Y M E N T	List employment starting with your most recent and work back to least recent. Resume attached <input type="checkbox"/> Yes <input type="checkbox"/> NO							
	From		To		Company Name	Supervisor	Position	Responsibilities
	Mo.	Yr.	Mo.	Yr.				
	Salary		Address			Phone Number	Reason for leaving	
	From		To		Company Name	Supervisor	Position	Responsibilities
	Mo.	Yr.	Mo.	Yr.				
	Salary		Address			Phone Number	Reason for leaving	
	From		To		Company Name	Supervisor	Position	Responsibilities
Mo.	Yr.	Mo.	Yr.					
Salary		Address			Phone Number	Reason for leaving		
Have you ever worked a temporary assignment? <input type="checkbox"/> Yes <input type="checkbox"/> NO				If Yes, where?				

C L E R I C A L S K I L S	Please select only those skills that you have experience with and would be comfortable utilizing in a work setting. (Select as many that apply in each category.)						
	Typing Equipment						
	<input type="checkbox"/> Stencils/Masters	<input type="checkbox"/> Statistical Typing	<input type="checkbox"/> Invoicing/Billing	<input type="checkbox"/> Transcriber			
	<input type="checkbox"/> Memory	<input type="checkbox"/> Manual	<input type="checkbox"/> Electric	<input type="checkbox"/> Selectric	<input type="checkbox"/> Steno		
	Clerical						
	<input type="checkbox"/> Filing	<input type="checkbox"/> Alpha	<input type="checkbox"/> Num	<input type="checkbox"/> Coding	<input type="checkbox"/> Posting	<input type="checkbox"/> Other	
	<input type="checkbox"/> Bulk Mail	<input type="checkbox"/> Telemarketing	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Alpha	<input type="checkbox"/> Num	
	Bookkeeping						
	<input type="checkbox"/> Full Charge	<input type="checkbox"/> Accts Pay	<input type="checkbox"/> Accts Rec.	<input type="checkbox"/> Assistant	<input type="checkbox"/> Manual	<input type="checkbox"/> Computer	
	<input type="checkbox"/> Bookkeeping Machines	<input type="checkbox"/> Collections	<input type="checkbox"/> Payroll	<input type="checkbox"/> Recon	<input type="checkbox"/> Taxes		
	Computer Programs						
	Microsoft Word	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced			
	Microsoft Excel	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced			
	Microsoft PowerPoint	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced			
	Microsoft Outlook	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced			
ACT!	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced				
QuickBooks	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced				
Other:	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced				
Other:	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced				
Other:	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced				
Other:	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced				

I N D U S T R I A L S K I L S	Please select only those skills that you have experience with and would be comfortable utilizing in a work setting. (Select as many that apply in each category.)					
	General					
	<input type="checkbox"/> Carpenter	<input type="checkbox"/> Electrician	<input type="checkbox"/> Plumber	<input type="checkbox"/> HVAC	<input type="checkbox"/> Welder	<input type="checkbox"/> Soldering
	<input type="checkbox"/> Demolition	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Mechanic	<input type="checkbox"/> Validator	<input type="checkbox"/> Construction	<input type="checkbox"/> Painter
	<input type="checkbox"/> Inventory	<input type="checkbox"/> Mover	<input type="checkbox"/> Laundry	<input type="checkbox"/> Road Const.	<input type="checkbox"/> Digger/Raker	<input type="checkbox"/> Casual Labor
	Factory					
	<input type="checkbox"/> Mech. Assembler	<input type="checkbox"/> Elec. Assembler	<input type="checkbox"/> Inspector	<input type="checkbox"/> Packager	<input type="checkbox"/> Quality Control	<input type="checkbox"/> Machine Operator
	Maintenance					
	<input type="checkbox"/> Building Repair	<input type="checkbox"/> Cleaning	<input type="checkbox"/> Floor Care	<input type="checkbox"/> Landscape	<input type="checkbox"/> Lawn care	<input type="checkbox"/> Hotel Cleaning
	Equipment					
<input type="checkbox"/> Outside Forklift	<input type="checkbox"/> Jack Hammer	<input type="checkbox"/> Nail Gun	<input type="checkbox"/> Backhoe			
<input type="checkbox"/> Truck	<input type="checkbox"/> Tractor	<input type="checkbox"/> Crane	<input type="checkbox"/> Drill	<input type="checkbox"/> Saw		
Warehouse						
<input type="checkbox"/> Computer Skills	<input type="checkbox"/> Receiving	<input type="checkbox"/> Shipping	<input type="checkbox"/> Load/Unload			
<input type="checkbox"/> Hand Jack	<input type="checkbox"/> Forklift	<input type="checkbox"/> Standing Forklift	<input type="checkbox"/> Sitting Forklift			
Lifting						
<input type="checkbox"/> 0 – 10 lbs.	<input type="checkbox"/> 10 – 25 lbs.	<input type="checkbox"/> 25 – 50 lbs.	<input type="checkbox"/> 50 + lbs.			
Supplies Available						
<input type="checkbox"/> Hard Hat	<input type="checkbox"/> Tools	<input type="checkbox"/> Glasses	<input type="checkbox"/> Steel toe work boots			
Driver License						
<input type="checkbox"/> CDL Class A	Year experience	<input type="checkbox"/> CDL Class B	Years experience			

For Office Use Only	
Interview Ratings (1 – 5)	Notes:
Attire:	
Attitude:	
Comm. Skills:	Possible Clients:
Interview Skills:	

Anchor Staffing considers applicants for all positions without regard to race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, pregnancy, veteran status, or any legally protected status. I certify that the information provided in this application and/or resume is true to the best of my knowledge and understand that falsification or omissions of any kind is grounds for refusal to hire, or if hired, grounds for dismissal. I hereby authorize and consent to background checks, drug, and/or alcohol testing set forth by Anchor Staffing, and the release of the results to appropriate employees of both Anchor Staffing and its client(s).

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

