

Today's Date

Name: \_\_\_\_\_  
(Last) (First) (MI) (Maiden) (Social Security Number)

Address: \_\_\_\_\_  
(Street) (City) (ST) (Zip) (How long?) yr mo Drivers License # ST Exp. Date

Phone: \_\_\_\_\_ ext \_\_\_\_\_  
(Home) (Business) (Alternate or cell) Birth Date for Background check

Email Address: \_\_\_\_\_ Are you a U.S. Citizen? \_\_\_\_\_

Except for minor traffic violations, have you ever been convicted of any crime, received deferred adjudication or probation? \_\_\_\_\_ Are you currently under indictment or probation? \_\_\_\_\_  
*(An affirmative answer does not necessarily disqualify you for employment)*

Do you smoke? \_\_\_\_\_ Location(s) desired \_\_\_\_\_

Salary Expected: \_\_\_\_\_ p/ or will work: \_\_\_\_\_

EDUCATION:	Name of School	Location (City)	(State)	Dates (mo/yr)	Degree	Major	GPA.
College/University (Grad):				To / From /			
College/University (Under Grad):				To / From /			
Certifications:		License #:		To / From /			
High School:				To / From /			
Other:				To / From /			

**EXPERIENCE:** (Indicate present or most recent employment first)

Company: _____ City: _____ ST _____ Phone: _____ Starting (m/y) ____ / ____ Beg Salary _____ p/ ____ Ending (m/y) ____ / ____ End Salary _____ p/ ____ Supervisor: _____ Supervisor Title: _____	Title: _____ Job Description: _____ Reason for Leaving: _____
Company: _____ City: _____ ST _____ Phone: _____ Starting (m/y) ____ / ____ Beg Salary _____ p/ ____ Ending (m/y) ____ / ____ End Salary _____ p/ ____ Supervisor: _____ Supervisor Title: _____	Title: _____ Job Description: _____ Reason for Leaving: _____
Company: _____ City: _____ ST _____ Phone: _____ Starting (m/y) ____ / ____ Beg Salary _____ p/ ____ Ending (m/y) ____ / ____ End Salary _____ p/ ____ Supervisor: _____ Supervisor Title: _____	Title: _____ Job Description: _____ Reason for Leaving: _____
Company: _____ City: _____ ST _____ Phone: _____ Starting (m/y) ____ / ____ Beg Salary _____ p/ ____ Ending (m/y) ____ / ____ End Salary _____ p/ ____ Supervisor: _____ Supervisor Title: _____	Title: _____ Job Description: _____ Reason for Leaving: _____

Level of Knowledge: **E** = Exposure; **B** = Basic Functions; **A** = Advanced Functions | Indicate amount of experience in years.

<b>SKILLS</b>	<b>Level of Knowledge</b>	<b>Experience in Years</b>	<b>SKILLS</b>	<b>Level of Knowledge</b>	<b>Experience in Years</b>
<b>HARDWARE</b>			<b>ACCOUNTING SOFTWARE (Indicate Version)</b>		
IBM & Compatibles			QuickBooks - v		
Macintosh			Peachtree - v		
Other:			Excalibur - v		
Fax			LandPro - v		
Printer / Copier			WolfePak - v		
<b>SOFTWARE (Indicate Version)</b>			OGsys - v		
MS Word - v			Tobin - v		
MS Excel - v			BOLO - v		
MS PowerPoint - v			<b>BOOKKEEPING</b>		
MS Access - v			A/P		
Outlook - v			A/R		
ACT - - v			General Ledger		
Harvard Graphics - v			Trial Balance		
WordPerfect - v			P & L		
PhotoShop - v			Financial Statements		
Multimedia - v			Bank Reconciliations		
Corel Draw - v			Payroll		
E-Mail – provider			<b>MIS/NETWORKS</b>		
<b>SOCIAL MEDIA</b>			Windows NT		
FaceBook			UNIX		
Twitter			Novell		
Other:			D-BASE		
<b>SPECIALIZED SKILLS</b>			Basic C		
Shorthand			TCIP		
Speedwriting			Other:		
Phone Systems (below):			<b>LANGUAGES</b>		
			Spanish		
Dictaphone			French		
Ten Key <input type="checkbox"/> Sight <input type="checkbox"/> Touch			German		
Other:			Other:		

**INDUSTRY EXPERIENCE - Indicate number of years experience in the following industries**

Advertising / Promotions			Architecture		
Banking			Computer / IT		
Engineering			Manufacturing		
Insurance			Finance		
Healthcare			Mortgage		
Oil & Gas			Data Processing		
Retail			Telecommunications		
Consulting			Energy		
Personnel			Construction		
Education			Mortgage		

**FOR LEGAL APPLICANTS - Indicate number of years of experience in various legal fields**

Bankruptcy			Environmental		
Civil			Litigation		
Corporate			P.I. Plaintiff		
Construction			Oil & Gas		
Estate Planning			Family		
Securities			Intellectual Property		
Transactional			Other:		

How were you referred to Cheryl Garcia & Company?

*Earn a \$50.00\* Referral Bonus by recommending your friends or associates to Cheryl Garcia & Company, below:*

	Name	Work Phone	Home Phone	Relationship
1.		ext		
2.		ext		
3.		ext		

*\*\$50.00 is payable upon placement of recommendation in a full-time position at the end of the guarantee period.*

<b>In Case of Emergency</b> <i>Please keep ICE information updated</i>		
	<i>Emergency Contact Name</i>	<i>Emergency Contact #</i>

**CAREER OBJECTIVES**

*We will cover all this information in our interview. However, it is best to have written information to best serve you. Take a few minutes to reflect on what you really want and answer these questions so that when we look back in your file all the pertinent information will be there to help us obtain the most perfect job for you.*

- Please rank the following in order of importance as they relate to your career: 1 = most important - 7 = least important  
 Advancement \_\_\_ Benefits \_\_\_ Challenge \_\_\_ Location \_\_\_ Money \_\_\_ Recognition \_\_\_ Security \_\_\_
- What do you like most about your present or most recent job? \_\_\_\_\_
- What do you like least about your present or most recent job? \_\_\_\_\_
- Please describe four of the strengths you would want a potential employer to know about?  
 a. \_\_\_\_\_ b. \_\_\_\_\_  
 c. \_\_\_\_\_ d. \_\_\_\_\_
- Please list any other agencies or companies where you have interviewed so that we may avoid repeating: \_\_\_\_\_
- Is there any other information you would like to share in order to help us find a great job for you? \_\_\_\_\_
- Please list all locations you will consider: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- When a position is found for you which appears to have everything you are looking for as far as duties, location, people, advancement, etc., at what salary will you accept that job? \_\_\_\_\_ p/

I hereby employ Cheryl Garcia & Company to represent, inform, refer and counsel me in securing employment. I certify and warrant that the facts contained in this application are true and complete to the best of my knowledge and understand that, if placed, falsified statements on this application shall be grounds for dismissal or withdrawal of an offer. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise without giving me prior notice of such disclosure. I hereby agree to and release Cheryl Garcia & Company to perform a civil/criminal background check. I hereby agree my typed signature below is equivalent to a handwritten signature and by said signature certify that I have read, understood and agreed to the terms and conditions set forth above.

(Applicant Signature)

**TEST RESULTS**

Windows _____	Excel _____	Typing _____	Spelling _____
MS Word _____	Access _____	10-Key _____	S/H _____
PowerPoint _____	Bookkeeping _____	Data Entry _____	G/O _____
Other WP: _____	Other: _____	Other: _____	Other: _____

\* Federal and State Laws prohibit discrimination in Employment because of Age, Race, Color, Religion, Creed, National Origin, Disability, Gender, Marital Status, or Veteran Status.