

EMPLOYMENT APPLICATION

PERSONAL

Last Name: _____ First Name: _____ MI _____ SS/DL# _____

Present Address: _____

Home Phone: _____ Mobile Number: _____

Email: _____

EMPLOYMENT

Position Desired Receptionist/Clerical Secretary

What days and hours are you available for work? _____

When are you available to begin work? _____

Are you able to perform the essential functions of the job for which you are applying Yes [] No []

SKILLS

Are you able to operate a personal computer? Yes [] No [] Types of software:

Word Yes [] No [] Power Point Yes [] No [] Excel Yes [] No []
Publisher Yes [] No [] Web Design Yes [] No [] Data Base (Shepherd Staff)
Yes [] No []

List other office machines you can operate: _____

Specific skills or training: What knowledge, special skills and/or individual capabilities do you have which especially prepare you for the position applied for? _____

EDUCATION

Type of School	Name/Location	# yrs completed	Graduated Yes/No	Degrees Diploma	Major Field(s) Study
High School or Trade School					
Business Or Tech School					
Jr. College and/or University					
Other Training (Explain)					

PREVIOUS EMPLOYMENT HISTORY

List last three places you have been employed:
