



Temporary Employment Application

DATE _____

PERSONAL DATA

Name ^{First} _____ ^{Last} _____

Address _____ ^{Apt #} _____

Home Phone (____) _____ Social Security No. ____ - ____ - ____

JOB SPECIFICATION

Type of work desired _____

I will accept short-term _____ full-time _____ part-time _____

Days and hours available _____

Skills (Business machines, typing speed, filing, etc.) _____

EDUCATION

High School _____

Did you graduate? _____ Yes _____ No

College or vocational schools attended

<u>Name and Location</u>	<u>Major Field of Study</u>	<u>Years Attended</u>	<u>Degree</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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EMPLOYMENT HISTORY

May we contact your employer? ____ Yes ____ No

Most Recent Employer _____

Supervisor _____

Address _____
Street City State Zip

Dates of Employment From ____ To ____ Your Job Title _____

Duties Performed _____

Last Salary _____

Reason for Leaving _____

Previous Employer _____ Supervisor _____

Address _____
Street City State Zip

Dates of Employment From ____ To ____ Your Job Title _____

Duties Performed _____

Last Salary _____

Reason for Leaving _____

I certify that all statements made in this application are true, complete, and correct to the best of my knowledge.

Signature of Applicant Date

FOR OFFICE USE ONLY

COMMENTS _____

Interviewed By _____ Date _____

ADDITIONAL COMMENTS _____