

temp time, inc. job application

interviewed by _____
date registered _____
date available _____
referred by _____

last name _____ first _____ ss# _____

address _____ city _____ state _____ zip _____

home # _____ cell # _____ alt # _____

e-mail _____ desired hourly rate _____

do you have access to a car to get to work? _____ available for suburban? _____

emergency contact _____ relationship _____ phone # _____

days available for work: mon ___ tues ___ wed ___ thur ___ fri ___ sat ___ sun ___

type of work you would like? long term ___ short term ___ same day ___ temp-perm ___

employment history (most recent first) please fill out even if you have a resume

company _____ position held _____ phone # _____
location _____ type of business _____
contact/title _____ salary/hourly _____
reason for leaving _____ dates: from _____ to _____

company _____ position held _____ phone # _____
location _____ type of business _____
contact/title _____ salary/hourly _____
reason for leaving _____ dates: from _____ to _____

company _____ position held _____ phone # _____
location _____ type of business _____
contact/title _____ salary/hourly _____
reason for leaving _____ dates: from _____ to _____

please check all programs you have worked on

ms word _____	word perfect _____	foreign languages _____
excel _____	lotus notes _____	legal software _____
power point _____	quark express _____	- i manage _____
access _____	quickbooks _____	- pc docs _____
ms outlook _____	other _____	- other _____

please check if you have experience

legal _____ litigation _____ medical _____ corporate _____ insurance _____
real estate _____ banking/financial _____ data entry _____ shorthand _____
medical malpractice _____ mailroom _____ dictaphone _____ accounting _____
switchboard _____ reception _____ phone system/# of lines _____

professional references

name _____	phone # _____	occupation _____
name _____	phone # _____	occupation _____
name _____	phone # _____	occupation _____

education background

name of high school _____ years completed _____ year graduated _____
name of college _____ years completed _____ year graduated _____
major & or minor _____ business school _____
other _____ specialty _____

for office use only

an equal opportunity employer

I affirm that to the best of my knowledge the information supplied on this application is true and completely accurate. I agree that I will not accept direct employment or free-lance work, either full or part time, at any firm, (including its affiliates, subsidiaries, tenants or consultants) that I work for as an employee of Temp Time, Inc. until a period of one year has elapsed since the last day of the most recent assignment with that firm.

_____ signature

_____ date