



APPLICATION for EMPLOYMENT

LAST NAME		FIRST NAME		MI				
MAILING ADDRESS		CITY	STATE	ZIP CODE				
STREET ADDRESS (IF DIFFERENT)		CITY	STATE	ZIP CODE				
COUNTY OF RESIDENCE	HOME PHONE		CELL / MESSAGE PHONE					
EMAIL ADDRESS			EMERGENCY CONTACT: NAME / PHONE					
DO YOU HAVE A VALID DRIVER'S LICENSE?	YES	NO	LOCATION PREFERENCE <input type="checkbox"/> MOSES LAKE <input type="checkbox"/> OTHELLO <input type="checkbox"/> WARDEN <input type="checkbox"/> EPHRATA <input type="checkbox"/> ROYAL CITY <input type="checkbox"/> OTHER/ANY					
ARE YOU AT LEAST 18 YEARS OLD?	YES	NO	IF NO, DO YOU HAVE A WORK PERMIT?	YES	NO	WAGE DESIRED		
HAVE YOU EVER APPLIED WITH BBSI BEFORE?	YES	NO	IF YES, GIVE DATE / BRANCH					
TRANSPORTATION AVAILABLE?	YES	NO	JOBSITE/ CLIENT PREFERENCE		DATE AVAILABLE FOR WORK			
POSITION DESIRED					<input type="checkbox"/> AVAILABLE LONG TERM <input type="checkbox"/> AVAILABLE SHORT TERM <input type="checkbox"/> AVAILABLE TEMP TO REGULAR POSITION			
HIGHSCHOOL (OR EQUIVALENT) GRADUATED	YES	NO	HIGHER EDUCATION:	YES	NO	/GRADUATED	YES	NO
3)					SHIFTS AVAILABLE	HOURS PREFERRED		
DAYS AVAILABLE <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY					<input type="checkbox"/> DAYS <input type="checkbox"/> SWING <input type="checkbox"/> GRAVE			

EMPLOYMENT HISTORY

LAST EMPLOYER			TITLES / DUTIES			
ADDRESS						
SUPERVISOR		PAY RATE		DATES		TO
TELEPHONE		REASON FOR LEAVING				
COMMENTS						

EMPLOYER (2)			TITLES / DUTIES			
ADDRESS						
SUPERVISOR		PAY RATE		DATES		TO
TELEPHONE		REASON FOR LEAVING				
COMMENTS						

EMPLOYER (3)			TITLES / DUTIES			
ADDRESS						
SUPERVISOR		PAY RATE		DATES		TO
TELEPHONE		REASON FOR LEAVING				
COMMENTS						

SKILLS — CLERICAL/PROFESSIONAL

PLEASE PLACE A NEXT TO THE SKILLS THAT YOU ARE **PROFICIENT** AT AND HAVE **EXPERIENCE** WITH

ACCOUNTING	852 Inventory Ctrl	925 Medical	981 Works	664 Novell
801 10 Key/Touch	853 Inventory Calc	926 Medical Term	Other (Specify)	665 Testing
802 10 Key/Sight	854 Kodak	927 Medical Trans		666 Systems Analyst
803 3 Way Match	855 Mailroom	928 Secretary	MEDICAL	667 Unix
804 Acc Pac	856 Microfilm	929 Sr. Executive	550 RN	668 N/T
805 Accountant	857 MRP Systems	930 Sr. Secretary	551 LPN	Other (Specify)
806 Accts. Payable	858 Order Desk	931 Short Hand	552 CMA	
807 Accts. Recv.	Other (Specify)	932 Spreadsheet	553 CNA	PROGRAMMING
808 ADP		933 Statistical	554 Home Health Care	701 "C"
809 Banking	COMMUNICATION	934 Type 40-45 WPM	555 Sitter	702 Applications
810 Clerk	875 10+ Lines	935 Type 50-70 WPM	556 Billing Clerk	703 Communications
811 Computer Acct.	876 AT&T	936 Type > 70 WPM	557 Dental Asst.	704 Database
812 Computerized Payroll	877 Call Director	937 Type < 40 WPM	558 Dental Hygienist	705 Novell Certification
813 Cost Acct.	878 Centrex	Other (Specify)	Other (Specify)	706 Scientific
814 Credit & Collections	879 Console			707 Systems
815 DAC Easy	880 Dimension Bd	WORD PROCESSING		708 Windows 95
816 Full Chrg Bkkpr	881 E-Mail	950 Access	DRAFTING	709 Windows 98
817 Gen Ledger	882 Horizon	951 AMI Pro	601 Architectural	710 Windows NT
818 Man Payroll	883 Mitel	952 Ask ManMan	602 CAD Drafter	Other (Specify)
819 MAXCIM	884 Nor Telcom	953 Data Entry	603 Civil	
820 MRP Software	885 PBX Cordless	954 Desktop Pblshg	604 Electrical Mech	TECHNICAL SUPPORT
821 Peachtree	886 Push Button	955 Doc Control	605 Entry Level	691 Customer Support
822 Qrtly Tax Rptg	887 Receptionist	956 Excel	606 Facilities	693 Hardware
823 Quicken	888 Rolm	957 Filemaker	607 HVAC	694 Software
824 Reconciliation	889 Switch Brd	958 Framemaker	608 Mechanical	695 User Manual
825 Safeguard	890 Bi-Lingual	959 Freelance	609 PCB Design	Other (Specify)
826 Synex 4.0	Other (Specify)	960 Harvard Graph	610 Piping	
827 Tax Extension		961 Lotus 123	611 Schematics	TECHNICIANS
828 Teller	HUMAN RESOURCES	962 Macintosh	612 Structural	502 Analog
829 Trial Balance	901 Certified	963 Manux	613 Topographical	503 Calibration
Other (Specify)	902 Education	964 Office 97	Other (Specify)	505 Digital
	903 Experience	965 Omar		506 Disk Drive
CLERICAL	904 HRIS	966 Pagemaker	COMPUTER SOFTWARE	507 E/M
841 Admin Asst.	905 Intelimatch	967 Paradox	651 MIS Manager	508 Engineering
842 Admin Clerk	906 Internet	968 PC	652 App Support	510 Facilities
843 Admin Senior	907 Resumix	969 Powerpoint	653 ATE	511 Field Svc.
844 Airborne	908 Tech Registry	970 Publication Software	654 CAD	512 IC Test
845 Calculator	909 Training	971 Quattro Pro	655 Communications	513 Maintenance
846 Cashier	Other (Specify)	972 Sr. Data Entry	656 Database	514 Mechanical
847 Collating		973 Sr. Doc Ctrl	657 Design	515 Microwave
848 Copiers	SECRETARIAL	974 Und Pro	658 Entry Level	517 PC
849 Dockets/Label	920 Analytical Skill	975 Ventura Pub	659 Firmware	518 R&D
850 FedEx	921 Dictation Equip	976 Windows 3.X	660 Graphics	519 Semiconductor
851 Filing Alpha/Numeric	922 Editing	977 Windows 95	661 LAN	Other (Specify)
TRAVEL RANGE	923 Executive	978 Windows 98	662 M680XX	
<input checked="" type="checkbox"/> MAXIMUM DISTANCE)	924 Legal	979 Word	663 Mainframe	

- 10 mi. (004) 25 mi. (003)
 50 mi. (002) 50+ mi. (001)

EDUCATION

INSTITUTION	CITY, STATE	FIELD OF STUDY
990 High School Grad		
991 Trade School		
992 GED		
993 AA/AS Degree		
994 BA/BS Degree		
995 Masters		
996 Ph.D.		

FOR OFFICE USE ONLY

DATE	COMPANY	PERFORMANCE (CIRCLE ONE):	Attendance	E G F P	Dependability	E G F P
		Quality of Work	E G F P	E G F P	Cooperation	E G F P
CONTACT	EMPLOYMENT DATES	REASON FOR LEAVING	ELIGIBLE FOR RE-HIRE? <input type="checkbox"/> YES <input type="checkbox"/> NO			
DATE	COMPANY	PERFORMANCE (CIRCLE ONE):	Attendance	E G F P	Dependability	E G F P
		Quality of Work	E G F P	E G F P	Cooperation	E G F P
CONTACT	EMPLOYMENT DATES	REASON FOR LEAVING	ELIGIBLE FOR RE-HIRE? <input type="checkbox"/> YES <input type="checkbox"/> NO			
OVERALL REFERENCE RATING (CIRCLE ONE):			INTERVIEW PRESENTATION (CIRCLE ONE):			
5 = Excellent 4 = Average Plus 3 = Average 2 = Below Average 1 = Poor			5 = Excellent 4 = Average Plus 3 = Average 2 = Below Average 1 = Poor			
NOTES						
SKILLS ASSESSMENT						
INTERVIEWER			RC#		DATE OF INTERVIEW	

