



PERSONNEL AGENCY, INC.

605 Market Street, Suite 1250 | San Francisco, CA 94105 | 415-543-4545 T 415-543-1377 F

Employment Application

First Name _____ Last Name _____ M.I. _____

Address _____ City _____ ST _____ Zip _____

Cell # _____ Home# _____ Other# _____

Emergency Contact Name _____ Ph# _____

Email _____ Do you have a car? _____

What are you looking for?

- Temporary
- Temp-to-Hire
- Career

Salary Requirements

Temporary Hourly Rate: _____
Annual Salary: _____

How soon can you start?

- Immediately
- 1 Week Notice
- 2 Week Notice

Education

Name of Institution _____ Comm. Coll University Tech/Trade School

Major(s) _____ Degree _____ Grad Date _____

Name of Institution _____ Comm. Coll. University Tech/Trade School

Major(s) _____ Degree _____ Grad Date _____

Employment History

Please provide information for your last 3 positions.

Start/End Date	Company Name	Position Title	Supervisor & Phone #	Salary

I understand that employment with TSS is "at will", and accordingly, either TSS or I can terminate the employment relationship at any time without notice or cause. I certify that the foregoing information is true and correct. I understand that relationship at any time without notice or cause. I certify that the foregoing information is true and correct. the submission of false information may result in the rejection of my application, or if I have been hired or assigned, the termination of the employment relationship, and that this notice does not affect my at will status. I understand that TSS may conduct a background check and a credit and criminal history check and TSS is authorized to do at its discretion. I understand that TSS is the referral source to its contracted companies, and that I will not contact any referred company directly for employment for a period of 6 months from the completion of the assignment.

DATE _____ SIGNATURE _____

Administration

Indicate your professional experience in the following

- | | |
|--|--|
| <input type="checkbox"/> Proofing & Editing | <input type="checkbox"/> Mail Merges |
| <input type="checkbox"/> Presentation Preparation (visual and written) | <input type="checkbox"/> Travel Arrangements |
| <input type="checkbox"/> Composing Correspondance | <input type="checkbox"/> Itinerary |
| <input type="checkbox"/> Legal Support | <input type="checkbox"/> Calendaring |
| <input type="checkbox"/> Litigation | <input type="checkbox"/> Typing Speed: _____ |
| <input type="checkbox"/> Corporate | |
| <input type="checkbox"/> Paralegal | |
| <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> Event Coordination | <input type="checkbox"/> Sales Reports |
| <input type="checkbox"/> Project Management | <input type="checkbox"/> Expense Reports |

Related Programs: Indicate Advanced, Intermediate, Beginner

- | | |
|--|--|
| <input type="checkbox"/> MS Outlook _____ | <input type="checkbox"/> Act _____ |
| <input type="checkbox"/> MS Excel _____ | <input type="checkbox"/> FileMaker Pro _____ |
| <input type="checkbox"/> MS Word _____ | <input type="checkbox"/> iWork Pages _____ |
| <input type="checkbox"/> MS Publisher _____ | <input type="checkbox"/> iContact _____ |
| <input type="checkbox"/> MS Access _____ | <input type="checkbox"/> Adobe Photoshop _____ |
| <input type="checkbox"/> MS PowerPnt _____ | <input type="checkbox"/> Adobe Illustrator _____ |
| <input type="checkbox"/> MS Windows _____ | <input type="checkbox"/> NetMeeting _____ |
| <input type="checkbox"/> MS Exchange _____ | <input type="checkbox"/> Linux _____ |
| <input type="checkbox"/> Adobe Acrobat _____ | <input type="checkbox"/> MAC OS _____ |
| <input type="checkbox"/> Lotus Notes _____ | <input type="checkbox"/> Lotus SmartSuite _____ |
| <input type="checkbox"/> MS Exchange _____ | Other Programs _____ |

Reception & General Office

Indicate your professional experience in the following

- | | |
|---|--|
| <input type="checkbox"/> Greeting Guests | <input type="checkbox"/> Filing |
| <input type="checkbox"/> Switchboard | <input type="checkbox"/> Shipping/Receiving |
| <input type="checkbox"/> Console | <input type="checkbox"/> FedEx Online |
| <input type="checkbox"/> Telephone Systems: _____ | <input type="checkbox"/> UPS Online |
| <i>How many lines? _____</i> | <i>Other Mail Service Provider? _____</i> |
| <input type="checkbox"/> Collating/Binding | <input type="checkbox"/> Office Stock & Supply |
| <input type="checkbox"/> Photocopying | <input type="checkbox"/> Backup Administration |

Banking & Finance

Indicate your professional experience in the following

- | | | | |
|--|--|---|------------------------------------|
| <input type="checkbox"/> Corporate Banking | <input type="checkbox"/> Brokerage | <input type="checkbox"/> Operations | Software & Licenses |
| <input type="checkbox"/> Retail Banking | <input type="checkbox"/> Stocks/Bonds | <input type="checkbox"/> Compliance | <input type="checkbox"/> Series 6 |
| <input type="checkbox"/> Trust | <input type="checkbox"/> Retirement | <input type="checkbox"/> SEC Reports | <input type="checkbox"/> Series 7 |
| <input type="checkbox"/> Treasury | <input type="checkbox"/> Risk Analysis | <input type="checkbox"/> Mergers & Acquisitions | <input type="checkbox"/> Series 24 |
| <input type="checkbox"/> Lending | <input type="checkbox"/> Credit Analysis | <input type="checkbox"/> Business Analysis | <input type="checkbox"/> Series 63 |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Insurance | <input type="checkbox"/> Foreign Exchange | Other Licenses: _____ |
| <input type="checkbox"/> Residential | | | _____ |
| <input type="checkbox"/> Underwriting | | | _____ |
| <input type="checkbox"/> Relationship Management | <input type="checkbox"/> Credit Union | | _____ |

Accounting

Indicate your professional experience in the following

- | | | |
|--|--|---|
| <input type="checkbox"/> Accounts Payable: | <input type="checkbox"/> Tax Returns: | Related Programs: Indicate Advanced, Intermediate, Beginner |
| <input type="checkbox"/> Posting | <input type="checkbox"/> Corporate | <input type="checkbox"/> MS Office _____ |
| <input type="checkbox"/> Aging | <input type="checkbox"/> Individual | <input type="checkbox"/> ADP _____ |
| <input type="checkbox"/> Coding | <input type="checkbox"/> Partnerships | <input type="checkbox"/> Paychex _____ |
| <input type="checkbox"/> Input | <input type="checkbox"/> Tax Reports: | <input type="checkbox"/> Great Plains _____ |
| <input type="checkbox"/> Accounts Receivable: | <input type="checkbox"/> Monthly | <input type="checkbox"/> Quicken _____ |
| <input type="checkbox"/> Posting | <input type="checkbox"/> Quarterly | <input type="checkbox"/> Quickbooks _____ |
| <input type="checkbox"/> Coding | <input type="checkbox"/> Annually | <input type="checkbox"/> CaseWare _____ |
| <input type="checkbox"/> Deposit | <input type="checkbox"/> Budgeting | <input type="checkbox"/> ProSystem _____ |
| <input type="checkbox"/> Input | <input type="checkbox"/> Bank Reconciliation | <input type="checkbox"/> Oracle _____ |
| <input type="checkbox"/> Financial Statements: | <input type="checkbox"/> Payroll | <input type="checkbox"/> PeopleSoft _____ |
| <input type="checkbox"/> Monthly | <input type="checkbox"/> Union Payroll | <input type="checkbox"/> Proprietary Software: _____ |
| <input type="checkbox"/> Quarterly | <input type="checkbox"/> Forecasting | _____ |
| <input type="checkbox"/> Assist | <input type="checkbox"/> Cash Analysis | _____ |
| <input type="checkbox"/> Collections: | <input type="checkbox"/> General Ledger | _____ |
| <input type="checkbox"/> Verbal | <input type="checkbox"/> Posting | _____ |
| <input type="checkbox"/> Written | <input type="checkbox"/> Journal Entries | _____ |

Industry Experience

Provide the number of years of experience in each applicable industry

<input type="checkbox"/> Administration	<input type="checkbox"/> Computers/Hardware	<input type="checkbox"/> Graphics	<input type="checkbox"/> Public Relations
<input type="checkbox"/> Advertising	<input type="checkbox"/> Design	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Real Estate
<input type="checkbox"/> Architecture	<input type="checkbox"/> Education	<input type="checkbox"/> Insurance	<input type="checkbox"/> Property Management
<input type="checkbox"/> Banking	<input type="checkbox"/> Engineering	<input type="checkbox"/> Investment	<input type="checkbox"/> Sales Type of sales: _____
<input type="checkbox"/> Brokerage	<input type="checkbox"/> Financial Services	<input type="checkbox"/> Legal	_____
<input type="checkbox"/> Communications	<input type="checkbox"/> Government	<input type="checkbox"/> Marketing	<input type="checkbox"/> Software Design

Specialties

Administration	Accounting	Banking/Financial Services	
<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> Full Charge Bookkeeper	<input type="checkbox"/> Chief Credit Officer	<input type="checkbox"/> Licensed Financial Advisor
<input type="checkbox"/> Benefits & Compensation Specialist	<input type="checkbox"/> Assistant Bookkeeper	<input type="checkbox"/> Chief Executive Officer	<input type="checkbox"/> Credit Analyst
<input type="checkbox"/> Data Entry Clerk	<input type="checkbox"/> Certified Public Accountant	<input type="checkbox"/> Chief Financial Officer	<input type="checkbox"/> Commercial Loan Officer
<input type="checkbox"/> Executive Assistant	<input type="checkbox"/> Collections Agent	<input type="checkbox"/> VP Retail Banking	<input type="checkbox"/> Compliance Officer
<input type="checkbox"/> File Clerk	<input type="checkbox"/> Controller	<input type="checkbox"/> Personal Banker	<input type="checkbox"/> Bank Securities Act Officer
<input type="checkbox"/> HR Assistant	<input type="checkbox"/> Payroll Clerk	<input type="checkbox"/> Preferred Banker	<input type="checkbox"/> Anti-Money Laundering
<input type="checkbox"/> HR Generalist	<input type="checkbox"/> Payroll Manager	<input type="checkbox"/> Private Banker	<input type="checkbox"/> Imaging Clerk
<input type="checkbox"/> HR Manager	<input type="checkbox"/> Tax Preparer	<input type="checkbox"/> Senior Retail Banker	<input type="checkbox"/> Imaging Supervisor
<input type="checkbox"/> Recruiter	<input type="checkbox"/> Business Analyst	<input type="checkbox"/> Branch Manager	<input type="checkbox"/> Investment Officer
<input type="checkbox"/> Mailroom Clerk	<input type="checkbox"/> Financial Analyst	<input type="checkbox"/> Assistant Branch Manager	<input type="checkbox"/> Item Processor
<input type="checkbox"/> Marketing Assistant	<input type="checkbox"/> AP Accountant	<input type="checkbox"/> Business Development Officer	<input type="checkbox"/> Loan Officer
<input type="checkbox"/> Office Manager	<input type="checkbox"/> AP Clerk	<input type="checkbox"/> Business Development VP	<input type="checkbox"/> Loan Processor
<input type="checkbox"/> Operations Manager	<input type="checkbox"/> AR Clerk	<input type="checkbox"/> Operations Manager	<input type="checkbox"/> Loan Underwriter
<input type="checkbox"/> Personal Admin Assist	<input type="checkbox"/> Accounting Clerk	<input type="checkbox"/> Financial Manager	<input type="checkbox"/> Construction Loan Officer
<input type="checkbox"/> Receptionist	<input type="checkbox"/> Accountant	<input type="checkbox"/> Risk Manager	<input type="checkbox"/> Portfolio Accountant
<input type="checkbox"/> Recruiter	<input type="checkbox"/> Junior Accountant	<input type="checkbox"/> Online Banking Specialist	<input type="checkbox"/> Sales Assistant
<input type="checkbox"/> Switchboard Operator	<input type="checkbox"/> Sr. Accountant	<input type="checkbox"/> Investment Broker	<input type="checkbox"/> Teller
	<input type="checkbox"/> Staff Accountant	<input type="checkbox"/> Account Executive	<input type="checkbox"/> Vault Teller
	<input type="checkbox"/> Auditor	<input type="checkbox"/> Deposit Manager	
Other			
<input type="checkbox"/> Legal Assistant	<input type="checkbox"/> Network Administrator	<input type="checkbox"/> Architect	<input type="checkbox"/> Customer Service Manager
<input type="checkbox"/> Legal Billing Specialist	<input type="checkbox"/> Systems Administrator	<input type="checkbox"/> Telephone Sales	<input type="checkbox"/> Customer Service Representative
<input type="checkbox"/> Legal Secretary	<input type="checkbox"/> Database Administrator	<input type="checkbox"/> Survey Rep	<input type="checkbox"/> Event Planner/Manager
<input type="checkbox"/> Litigation Secretary	<input type="checkbox"/> Database Manager	<input type="checkbox"/> Web Designer	<input type="checkbox"/> Executive Director
<input type="checkbox"/> Paralegal		<input type="checkbox"/> Graphic Artist	<input type="checkbox"/> Facilities Manager

More About You

What else do you want us to know about you?

******OFFICE USE ONLY******

- I9
- W4
- Background Check
- Reference Check

Referred By _____

Referred Resumes			
Date	Company	Comments	Results

Interview Schedule			
Date	Company	Comments	Results

*******INTERVIEW NOTES*******
