

# EDP/CLERICAL APPLICATION FOR EMPLOYMENT

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other status protected by law. We are an Equal Opportunity Employer.

**PERSONAL**

(Please Print)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_.

Name \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
No Street City State Zip

Telephone No. ( ) \_\_\_\_\_ Referred by:  Our Advt.  Emp. Agency  Friend or Relative  Walk-in  
 Are you over 18 years of age?  Yes  No. *If NO, a work permit will be required.*

Are you legally eligible for employment in the United States?  Yes  No. *(If hired, verification will be required by law.)*

Position(s) applied for \_\_\_\_\_  Full Time  Part Time

Date you are available to start work: \_\_\_\_/\_\_\_\_/\_\_\_\_. Salary or wages desired: \$\_\_\_\_\_  Hr.  Wk.

Have you worked for us before? \_\_\_\_\_. If YES, when? \_\_\_\_\_ Position \_\_\_\_\_

Are you employed at the present time?  Yes  No. If hired, will you work overtime if required?  Yes  No.

Have you ever been convicted of a crime (excluding misdemeanors and traffic offenses)? \_\_\_\_\_. If YES, list convictions:  
*(A conviction does not necessarily disqualify an applicant for the position being applied for).*

EDUCATION	NAME & LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE?
HIGH SCHOOL				
COLLEGE		MAJOR		
		DEGREE		
OTHER				

Please indicate the office machines you can operate: \_\_\_\_\_

Can you type?  Yes  No WPM \_\_\_\_\_. Can you take dictation?  Yes  No WPM \_\_\_\_\_.

Do you have computer experience?  Yes  No. If YES, what type?:  PC.  Macintosh.  Workstation.

Indicate below the software with which you have practical experience:

**SOFTWARE:**  Word  Excel  PowerPoint  Publisher  Other: \_\_\_\_\_

**GRAPHICS:**  Pagemaker  Quark  InDesign  CAD Other: \_\_\_\_\_

**BOOKKEEPING/ACCTG:**  Comp. Assoc.  Peachtree  BPI  Intuit/Quicken  Great Plains  Other: \_\_\_\_\_

**APPLICATION:**  General Ledger  Trial Balance  Accounts Payable  Accounts Receivable  Payroll

Billing  Other: \_\_\_\_\_

Indicate any computer peripherals you are familiar with:  Fax/Modem  Laser Printer  Other: \_\_\_\_\_

Enumerate any special computer skills you may have: \_\_\_\_\_

