



Corporate Office:
1731 Southridge Dr.
Jefferson City, MO 65109
573-635-9295

Branch:
3201 S. Providence, Ste 101
Columbia, MO 65203
573-256-6311

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Last Name	First	Middle	Date
Street Address			Home Phone ()
City, State, Zip			Alternate Phone ()
Have you ever applied for employment with us? YES / NO		Location: If yes, Month and Year:	Social Security Number
Do you write or speak any foreign language(s)? YES / NO (If yes, state the language(s) and circle your level of proficiency.)		Poor Excellent Oral 1 2 3 4 5 Written 1 2 3 4 5	Email address
How did you hear about us?		Do you possess a valid driver's license? YES / NO	
Are you willing to car pool to work? YES / NO		What is your means of transportation?	
Are you willing to give someone a ride to work? YES / NO		How many miles are you willing to travel to get to work?	
Are you over the age of eighteen? YES / NO If no, hire is subject to verification of minimum legal age.		Are you legally eligible for employment in the United States? YES / NO	
Have you ever been convicted? (Conviction will not necessarily disqualify an applicant from employment.) YES / NO Describe:		Type of work desired?	
Lifting Ability: None 25 lbs – 50 lbs – 50 + lbs	Any physical or mental disabilities which do not prevent employment, but should be considered in job placement?		
If required, are you willing to take a drug/alcohol test? YES / NO	Bonded? YES / NO	Lowest Accepted Salary	When are you available to begin work?
Will you work overtime? YES / NO		How many hours per week are you wanting to work?	
Select the career placement desired: (circle all that apply)			
Temporary Only	Temp-To-Hire	Consider Me For Both	
Indicate an acceptable work schedule, mark all that apply: <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> 1 st shift <input type="checkbox"/> 2 nd Shift <input type="checkbox"/> 3 rd Shift <input type="checkbox"/> Weekends <input type="checkbox"/> Weekdays			
Indicate all locations in which you are willing to work: <input type="checkbox"/> Jefferson City <input type="checkbox"/> Columbia <input type="checkbox"/> Mexico <input type="checkbox"/> Moberly <input type="checkbox"/> Vandalia <input type="checkbox"/> Centralia <input type="checkbox"/> Fulton <input type="checkbox"/> Eldon <input type="checkbox"/> Linn <input type="checkbox"/> California <input type="checkbox"/> Boonville <input type="checkbox"/> Owensville <input type="checkbox"/> Montgomery City			
EDUCATION			
Name of High School: _____		City and State: _____	
Highest grade completed: 8 9 10 11 12		Did you Graduate: Yes / No G.E.D.: Yes / No	
Name of University/College/Tech/Business Institute: _____		City and State: _____	
Major: _____		Minor: _____ Completed: Yes / No	
Degree/Certification: _____		Year: _____	

EMPLOYMENT HISTORY

Company:		Address:	
Telephone: ()	Supervisor:	Dates From:	To:
Job Title:	Starting Pay:	Ending Pay:	
Duties:			
Reason for leaving:			

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Telephone: ()	Supervisor:	Dates From:	To:
Job Title:	Starting Pay:	Ending Pay:	
Duties:			
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Telephone: ()	Supervisor:	Dates From:	To:
Job Title:	Starting Pay:	Ending Pay:	
Duties:			
Reason for leaving:			

SKILL / EXPERIENCE

Indicate number of years of experience then indicate whether it's "s" for school or "w" for work.

CODE	BOOKKEEPING	YRS	CODE	COMPUTER	YRS	CODE	LABOR / TRADE	YRS
C0140	Bookkeeping		C5502	Access2		D02	Assembly Work	
C0101	Accountants		C5504	Ami Pro		D04	Bookbinding	
C0107	Accounts Payable		C5506	AS400		D05	CAD (Cptr Aid Des.)	
C0125	Accounts Receivable		C5508	Computer Installer		D12	Cashier	
C0132	Billing		C5510	Computer Programmer		D15	Clean Up	
C0104	Accounting Clerk		C5512	Computer Repair		D19	Construction	
C0134	Collections		C5514	D-Base		D22	Delivery	
C0147	Payroll		C5516	Displaywrite		D26	Drywall	
				Excel		D30	Electrical	
	SECRETARIAL		C5520	Fox Pro		D34	Forklift	
C02	Administrative Secretary		C5522	Internet		D3401	Forklift Certified	
C05	Clerk I		C5524	Lotus 1-2-3		D38	Food Handling	
C09	Clerk II		C5526	Page Maker		D42	Housekeeping	
C12	Customer Services		C5528	Paradox		D79	Security Guard	
C15	Data Entry		C5530	Peach Tree		D69	Office Cleaning	
C19	Dictation		C5532	Power Point		D45	Inventory	
C22	File Clerk		C5534	Quick Books		D49	Janitorial	
C26	Insurance		C5536	Quicken		D53	Landscaping	
C30	Legal Secretary		C5538	Quatro Pro		D59	Machine Repair	
C34	Mailroom Clerk		C5540	Windows 95		D56	Material Handler	
C38	Managerial / CEO)		C5542	Microsoft Word		D62	Mechanical	
C45	Multi-Line Phone		C5544	Word Perfect		D65	Moving and Storage	
C49	Receptionist					D74	Painter	
C53	Sales					D76	Poultry	
C56	Telephone Sales					D82	Shipping / Receiving	
C57	Telemarketing		C4201	MEDICAL C.N.A.		D85	Welder	
C59	Ten-Key Calculator		C4209	Medical Secretary		D8501	Welder - ARC	
C63	Transcription			NON-CLASSIFIED		D8502	Welder - Gas	
C70	Typing		C54	Social Worker				