



PERSONNEL, INC

The right person in the right position

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE ENTIRE FORM

This application will be scanned. Please print clearly.
Adam Personnel, Inc is an equal opportunity employer

11 East 44th Street
New York, NY 10017
(212) 557-9150 Phone
(212) 557-9348 Fax

PERSONAL

NAME

POSITION DESIRED

DATE

last name first name

ARE YOU LEGALLY PERMITTED TO WORK IN THE US? YES NO

ADDRESS

MINIMUM ACCEPTABLE SALARY
WILL YOU WORK TEMP? YES, fill out temp application NO
MAY WE CHECK YOUR REFERENCES? YES NO

CITY & STATE

city state zip code

HOME PHONE BUSINESS PHONE

CELLULAR PHONE PAGER

E-MAIL

ARE YOU 18 YEARS OF AGE OR OLDER? YES NO
IF NO, PLEASE STATE YOUR AGE: _____

LIST TWO BUSINESS REFERENCES

NAME

TITLE COMPANY

PHONE E-MAIL

NAME

TITLE COMPANY

PHONE E-MAIL

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES NO
IF YES, PLEASE DESCRIBE THE NATURE AND DATE OF THE CONVICTION(S) (A CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FOR EMPLOYMENT):

HIGH SCHOOL: _____ YEARS ATTENDED: _____ DID YOU GRADUATE: YES NO

COLLEGE: _____ YEARS ATTENDED: _____ DID YOU GRADUATE: YES NO

MAJOR: _____ DEGREE: _____ GPA: _____ OTHER: _____

	MOST RECENT EMPLOYER	PREVIOUS EMPLOYER 1	PREVIOUS EMPLOYER 2
FIRM NAME			
ADDRESS			
TELEPHONE			
WEBSITE			
TYPE OF BUSINESS			
STARTING DATE			
LEAVING DATE			
POSITION			
DUTIES			
REASON FOR LEAVING			
NAME OF MANAGER			
SALARY			

EXPERIENCE

PERMANENT

- MICROSOFT WORD
- WORDPERFECT
- EXCEL
- LOTUS
- POWERPOINT
- OUTLOOK
- ACCESS
- ADOBE APPLICATIONS
- NETWORKING
- QUARK
- DATA ENTRY
- GRAPHICS
- PUBLISHER
- PHOTO EDITOR
- FILEMAKER PRO
- PAGEMAKER
- BOOKKEEPING
- ASST
- TRIAL BAL.
- INVENTORY
- GEN. LEDGER
- ACCT. REC.
- ACCT. PAY.
- PAYROLL (COMPUTER)
- DICTAPHONE
- QUICKBOOKS

OTHER SKILLS _____

FOREIGN LANGUAGES

_____ SPEAK READ WRITE

_____ SPEAK READ WRITE

TYPING SPEED: _____

STENO SPEED: _____

FAST LONGHAND: _____

PREVIOUS INTERVIEWS

COMPANY NAME NAME OF INTERVIEWER

HOW DID YOU LEARN OF OUR SERVICE?

I certify that the information I have provided in this application is true, accurate, and complete. I understand that the misrepresentation or omission of facts in the application process, including without limitation, during interviews, may cause Adam Personnel, Inc. to refuse to employ me, or, if already employed, to terminate my employment.

I authorize Adam Personnel, Inc and/or its designee to contact the employers, references, and educational institutions I have identified to verify and obtain information for purposes of evaluating me for employment. I hereby release Adam Personnel, Inc and its affiliates, employees, representatives and agents, and any individuals or entities that Adam Personnel, Inc contacts, from any and all claims or liability that may arise from such contact or from the information that is provided.

I acknowledge and agree that if I am employed by Adam Personnel, Inc my employment shall be "AT WILL." This means that either I or Adam Personnel, Inc may terminate my employment at any time, with or without reason and with or without notice. Nothing contained in this employment application or in the granting of an interview or an offer of employment is intended to or shall create a contract between me and Adam Personnel, Inc for either employment or for the providing of any benefit.

Signature

Date

PERMANENT