

Name (In Full)

Street Address

City State Zip Phone

Cell Phone Cell Carrier Other

E-mail Address

TDL# SS# Smoker

	Name and Address of School	Major Course	Graduate	Grade Avg
High School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
College or University	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business or Trade	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Certifications	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Consultant

(Maintained 60 days)

Position Desired Salary Desired

Location Temp?

Referred to LPC by?

Skills/Experience: (Check those that apply)

☐ Credit/Collections
 ☐ Accounting
 ☐ A/P, A/R
 ☐ Full Charge Bookkeeper

☐ Payroll
 ☐ Data Entry
 Keystrokes
☐ Typing
 WPM

Software: (Check those that apply)

☐ MS PowerPoint
 ☐ MS Word
 ☐ MS Excel
 ☐ Outlook
 ☐ QuickBooks

☐ SAP
 Other

Foreign Languages
☐ Write
 ☐ Read
 ☐ Speak

Date Started Date Ended Starting Salary Ending Salary

Name of Company

Address Phone

Type of Business Supervisors Name

Reason for Leaving

Describe duties, skills and/or machines used:

Job Title

Accomplishments

Date Started Date Ended Starting Salary Ending Salary

Name of Company

Address Phone

Type of Business Supervisors Name

Reason for Leaving

Describe duties, skills and/or machines used:

Job Title

Accomplishments

Date Started	<input type="text"/>	Date Ended	<input type="text"/>	Starting Salary	<input type="text"/>	Ending Salary	<input type="text"/>	Describe duties, skills and/or machines used:
Name of Company <input style="width: 100%;" type="text"/>								
Address <input style="width: 100%;" type="text"/>				Phone <input style="width: 100%;" type="text"/>				
Type of Business <input style="width: 100%;" type="text"/>				Supervisors Name <input style="width: 100%;" type="text"/>				
Reason for Leaving <input style="width: 100%;" type="text"/>								Job Title <input style="width: 100%;" type="text"/>
Accomplishments <input style="width: 100%;" type="text"/>								

Date Started	<input type="text"/>	Date Ended	<input type="text"/>	Starting Salary	<input type="text"/>	Ending Salary	<input type="text"/>	Describe duties, skills and/or machines used:
Name of Company <input style="width: 100%;" type="text"/>								
Address <input style="width: 100%;" type="text"/>				Phone <input style="width: 100%;" type="text"/>				
Type of Business <input style="width: 100%;" type="text"/>				Supervisors Name <input style="width: 100%;" type="text"/>				
Reason for Leaving <input style="width: 100%;" type="text"/>								Job Title <input style="width: 100%;" type="text"/>
Accomplishments <input style="width: 100%;" type="text"/>								

Have you ever been convicted of a criminal offense or subject to deferred adjudication?

IN THE INTEREST OF GOOD BUSINESS RELATIONS, PLEASE READ AND UNDERSTAND THIS AGREEMENT BEFORE YOU SIGN IT. I hereby employ LPC Personnel Inc. to represent, aid, inform, refer and counsel me in securing employment. This is authority to make investigation into the records of my past employment and other records which they may consider necessary. I do further release the agency from any liability of any type or character resulting from such investigations or any disclosures of information learned as a result of such investigations. In the event that I choose to end an assignment early, I understand there are costs associated with closing employee files and filing government forms. As a result, the amount of \$125.00 may be deducted from my final check. (I further understand that any and all information furnished by me to LPC Personnel Inc. is CONFIDENTIAL.) I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired will result in immediate termination. Online harassment, bullying, discrimination and retaliation may be grounds for termination and or legal restitution. Additionally, I hereby certify by my signature below that I have read, understood, and agreed to the terms and conditions set forth above. I accept drug screening may be required.

Date Signature _____ ☐ I agree ☐ I disagree

☐ Yes ☐ No

List below employment agencies or companies you have contacted in your job search:

1. _____
2. _____
3. _____
4. _____
5. _____

Date	Company	Position	Company Contact	Results	Office Use Only	
					Available for Interview?	<input style="width: 100%;" type="text"/>
					Length of notice required?	<input style="width: 100%;" type="text"/>
					Available for Temp Work?	<input style="width: 100%;" type="text"/>