



Date: _____
Consultant: _____

Applicant Information

Name: _____ TDL#: _____
Address: _____ City: _____ State: _____ Zip: _____
Cell: _____ Alternate Phone: _____ SSN: _____
Email: _____ Referred By: _____
Smoker: _____ Benefits: __ Necessary __ Not Necessary Employment Type: __ Temp __ Temp-Hire __ Direct Hire
Distance willing to commute: _____ Foreign Languages: _____
Position Desired: _____ Minimum Salary Requirement: _____
Days available to work: __ M __ Tu __ W __ Th __ F __ Sa __ Su Hours of availability: _____

Education

High School

Name of school: _____ High School Diploma: _____ GED: _____

College or University

Name of school: _____ Major: _____ Degree Completed: _____

Business or Trade

Name of school: _____ Trade or Business type: _____

Certifications

Name of school: _____ Certification: _____

Military: _____

Skills and Experience (check all that apply)

Credit/Collections Accounting A/P, A/R Full Charge Bookkeeping Payroll
 Data Entry / Ten-Key Typing MS Word MS Excel Outlook QuickBooks
 CRM EMR/EHR SAP Oracle Other _____

Employment History (Most Recent First)

Date Started: _____ Date Ended: _____ Starting Pay: _____ Ending Pay: _____
Name of Company: _____ Type of Business: _____
Address: _____ Phone: _____ Supervisor: _____
Job Title: _____ Reason for Leaving: _____
Duties: _____

Date Started: _____ Date Ended: _____ Starting Pay: _____ Ending Pay: _____
Name of Company: _____ Type of Business: _____
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 Duties: _____

Date Started: _____ Date Ended: _____ Starting Pay: _____ Ending Pay: _____
 Name of Company: _____ Type of Business: _____
 Address: _____ Phone: _____ Supervisor: _____
 Job Title: _____ Reason for Leaving: _____
 Duties: _____

List companies applied to or interviewed with in current job search:

- _____
- _____
- _____
- _____

Have you ever been convicted of a criminal offense or subject to deferred adjudication? Yes No

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 because 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. Thus, the amount of \$125.00 may be deducted from my final check. (I further understand that all information furnished by me to LPC Personnel Inc. is CONFIDENTIAL.) I certify that all the information provided by me about 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 agree to the terms and conditions set forth above. I accept drug screening may be required.

Date: _____ Signature: _____ Agree Disagree

Office Use Only

Available for Interview: _____ Length of Notice Required: _____

Date	Company	Position	Amount	Results