

Financial, Administrative & Accounting Application



Last Name:		First:	Middle:	For Office Use Only			
Phone #:		Alt #:					
Address:		City:	State/Zip:	Date Available:	CO:		
Last 6 numbers of Social Security: XXX - - -		Over 18? Yes	No	If no, age: _____	Min. Pay Range:	AP:	
Convicted of a felony?: Yes No Conviction Info:				Work Preferences:			
Education							
High School Graduate/GED: Yes No		College / Trade School:	Degree/Trade:				
Work History – List full time / permanent positions only							
(1) Current or most recent employer:			From	to			
Job Description / Duties:			Pay Rate:	Referred by:			
Phone #:	Reason For Leaving:			Days /Hours/Shifts Available:			
Reference:							
(2) Previous Employer:			From:	to	Misc. Info/Comments:		
Job Description / Duties:			Pay Rate:				
Phone #:	Reason For Leaving:						
Reference:							
(3) Previous Employer:			From:	to	Interviewed by:		
Job Description / Duties:			Pay Rate:	Test (circle): V / F	Date:	By:	
Phone #:	Reason For Leaving:			Test:	Score:		
Reference:				Test:	Score:		
Skills (check if you have had work experience or schooling in the following)				Contact Information			
<input type="checkbox"/> Recp/Swbd – # of Incoming Lines	# of Extensions	Ten Key:	<input type="checkbox"/> Sight	<input type="checkbox"/> Touch	Date	Action	Initials
<input type="checkbox"/> Typing : Speed	<input type="checkbox"/> Secretarial	<input type="checkbox"/> Shorthand	<input type="checkbox"/> Speedwriting				
Software's Used:							
<input type="checkbox"/> Filing	<input type="checkbox"/> Make Copies	<input type="checkbox"/> Pick Up & Sort Mail	<input type="checkbox"/> Seal/ Meter Outgoing Mail				
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Telemarketing	Call Center (circle) In	Out				
Data Entry - <input type="checkbox"/> Alpha	<input type="checkbox"/> Numeric	Keys Stokes:					
<input type="checkbox"/> Accts Pay	<input type="checkbox"/> Accts Rec	<input type="checkbox"/> Payroll	<input type="checkbox"/> General Ledger	<input type="checkbox"/> Bank Reconciliation	<input type="checkbox"/> Inventory Control	<input type="checkbox"/> Collections	
<p>Applicant/Employee Authorization: By my signature below I agree to the following: (A) Pinpoint Personnel may verify my work / personal history for employment purposes only. (B) I will notify PINPOINT PERSONNEL within 24 hours upon completion of each assignment or they may assume I no longer need work. (C) I understand that falsification, omission or misrepresentation of this application will void my application &/or result in termination. (D) I understand that my hourly wage may be adjusted to minimum wage should I quit my assignment before the completion date without giving two working days notice. (E) Pinpoint Personnel has informed me in writing of their "Policy's & Procedures" and I agree to abide as defined.</p>							
Applicant Signature:						Date:	
Work Assignments (For Office Use Only)							
Start Date	Client	Position	Supervisor	Pay/Bill Rate	Duration	End Date	Comments