



A2Z Personnel, Hamilton, Inc.

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Today's Date ____/____/____

| | | |
|--|-----------|--------------------|
| Name | Phone No. | Alternate Phone No |
| Email | Address | |
| City | State | Zip |
| Social Security # | | |
| Are you 18 or older? ____Yes ____No If NO, when will you become 18? | | |

| EDUCATION | NAME AND LOCATION | CIRLCE YEAR COMPLETED | DEGREE/CERTIFICATE RECEIVED |
|-----------------|-------------------|-----------------------|-----------------------------|
| High School | | 1 2 3 4 | |
| College | | 1 2 3 4 | |
| Other Education | | 1 2 3 4 | |

EXPERIENCE

| DATES | EMPLOYER (Most Recent Position First) | SPECIFIC RESPONSIBILITIES | REASON FOR LEAVING |
|---|---------------------------------------|---------------------------|--------------------|
| FROM (MO/YR) | 1. CITY STATE | | SUPERVISOR |
| TO (MO/YR) | YOUR TITLE | | INCOME |
| Can reference be checked? ____ Yes ____ No | | | Name Phone |

| DATES | EMPLOYER (Most Recent Position First) | SPECIFIC RESPONSIBILITIES | REASON FOR LEAVING |
|---|---------------------------------------|---------------------------|--------------------|
| FROM (MO/YR) | 2. CITY STATE | | SUPERVISOR |
| TO (MO/YR) | YOUR TITLE | | INCOME |
| Can reference be checked? ____ Yes ____ No | | | Name Phone |

| DATES | EMPLOYER (Most Recent Position First) | SPECIFIC RESPONSIBILITIES | REASON FOR LEAVING |
|---|---------------------------------------|---------------------------|--------------------|
| FROM (MO/YR) | 3. CITY STATE | | SUPERVISOR |
| TO (MO/YR) | YOUR TITLE | | INCOME |
| Can reference be checked? ____ Yes ____ No | | | Name Phone |

PERSONAL INFORMATION (Use of this information will not affect employment)

Have you ever been convicted of a felony? ____ Yes ____ No If Yes, what was the nature of felony?

Probation: ____ Yes ____ No Parole: ____ Yes ____ No Any Restrictions: ____ Yes ____ No

Driver's License # Class _____ CDL: ____ Yes ____ No

Driving record for last 3 years: Tickets: _____

Accidents: _____

In compliance with the **Immigration Reform Law P.L. 99-603**, all applicants must prove authorization to work in the United States of America.

**PLEASE MARK SKILLS YOU HAVE AQUIRED AND HOW LONG USED
PLEASE FEEL FREE TO WRITE IN ANY OTHER SKILLS NOT LISTED**

| COMPUTERS | YEARS |
|--------------------------------------|-------|
| <input type="checkbox"/> IBM | |
| <input type="checkbox"/> Macintosh | |
| <input type="checkbox"/> Programming | |
| <input type="checkbox"/> Networking | |
| <input type="checkbox"/> IT Tech | |
| <input type="checkbox"/> Scanning | |

| ACCOUNTING | YEARS |
|--|-------|
| <input type="checkbox"/> CPA | |
| <input type="checkbox"/> Degreed Accnt. | |
| <input type="checkbox"/> Asst. Bookkeeper | |
| <input type="checkbox"/> A/P _____ A/R _____ | |
| <input type="checkbox"/> Payroll Taxes | |
| <input type="checkbox"/> Quarterly Reports | |
| <input type="checkbox"/> Financials | |
| <input type="checkbox"/> Trial Balance | |
| <input type="checkbox"/> P&L Statements | |
| <input type="checkbox"/> Tax Forms | |
| <input type="checkbox"/> Deposits | |
| <input type="checkbox"/> Credit/Collection | |

| WAREHOUSE | YEARS |
|--|-------|
| <input type="checkbox"/> Ship/Receiving | |
| <input type="checkbox"/> Inventory | |
| <input type="checkbox"/> Assembly | |
| <input type="checkbox"/> Supervisor | |
| <input type="checkbox"/> Haz Mat | |
| <input type="checkbox"/> Furniture Mover | |

| CONSTRUCTION | YEARS |
|--|-------|
| <input type="checkbox"/> Journey Level Carpenter | |
| <input type="checkbox"/> Carpenter | |
| <input type="checkbox"/> Finish | |
| <input type="checkbox"/> Framing | |
| <input type="checkbox"/> Siding | |
| <input type="checkbox"/> Laborer | |
| <input type="checkbox"/> Lic. Plumber | |
| <input type="checkbox"/> Plumbr. Helper | |
| <input type="checkbox"/> Lic. Electrician | |
| <input type="checkbox"/> Elect. Helper | |
| <input type="checkbox"/> Concrete-rough | |
| <input type="checkbox"/> Concrete-finish | |
| <input type="checkbox"/> Masonry | |
| <input type="checkbox"/> Painting - Ext. | |
| <input type="checkbox"/> Painting - Int. | |
| <input type="checkbox"/> Insulation | |
| <input type="checkbox"/> Drywall | |
| <input type="checkbox"/> Sawmill | |
| <input type="checkbox"/> Log Peeler | |

| SOFTWARE | YEARS |
|--|-------|
| <input type="checkbox"/> MS Word | |
| <input type="checkbox"/> MS Word 2013 | |
| <input type="checkbox"/> MS Access | |
| <input type="checkbox"/> MS Excel | |
| <input type="checkbox"/> MS Outlook | |
| <input type="checkbox"/> MS Power Point | |
| <input type="checkbox"/> MS Publisher | |
| <input type="checkbox"/> Windows 7 | |
| <input type="checkbox"/> Windows XP | |
| <input type="checkbox"/> Windows Vista | |
| <input type="checkbox"/> Adobe Illustrator | |
| <input type="checkbox"/> Adobe Indesign | |
| <input type="checkbox"/> Adobe Photoshop | |
| <input type="checkbox"/> Corel Draw | |
| <input type="checkbox"/> Quickbooks | |
| <input type="checkbox"/> Quickbooks Pro | |

| HEALTH CARE | YEARS |
|---|-------|
| <input type="checkbox"/> PCA | |
| <input type="checkbox"/> C.N.A. | |
| <input type="checkbox"/> License # _____ | |
| <input type="checkbox"/> State _____ | |
| <input type="checkbox"/> Home Care | |
| <input type="checkbox"/> Physical Therapy | |
| <input type="checkbox"/> Day Care | |
| <input type="checkbox"/> Housekeeper | |

| LANDSCAPE/LAWN | YEARS |
|--|-------|
| <input type="checkbox"/> Nursery Worker | |
| <input type="checkbox"/> Gardner | |
| <input type="checkbox"/> Laborer | |
| <input type="checkbox"/> Sprinkler Install | |
| <input type="checkbox"/> Lawn Crew | |
| <input type="checkbox"/> Tree Pruner | |

| WELDING | YEARS |
|--|-------|
| <input type="checkbox"/> Fabrication | |
| <input type="checkbox"/> MIG | |
| <input type="checkbox"/> TIG | |
| <input type="checkbox"/> Stick/Arc | |
| <input type="checkbox"/> X-ray Certified | |

| WORD PROCESSING | YEARS |
|---|-------|
| <input type="checkbox"/> DE Alpha _____ wpm | |
| <input type="checkbox"/> DE Numeric _____ kpm | |

| HOSPITALITY | YEARS |
|-------------------------------------|-------|
| <input type="checkbox"/> Cashier | |
| <input type="checkbox"/> Dishwasher | |
| <input type="checkbox"/> Chef | |
| <input type="checkbox"/> Prep Cook | |
| <input type="checkbox"/> Bartender | |
| <input type="checkbox"/> Waitstaff | |
| <input type="checkbox"/> Hostess | |
| <input type="checkbox"/> Management | |

| MAINTENANCE | YEARS |
|--|-------|
| <input type="checkbox"/> Janitor | |
| <input type="checkbox"/> Building Maint. | |
| <input type="checkbox"/> Plant Maint. | |
| <input type="checkbox"/> Boiler Operator | |

| EQUIPMENT OPERATOR | YEARS |
|-------------------------------------|-------|
| <input type="checkbox"/> Crane | |
| <input type="checkbox"/> Backhoe | |
| <input type="checkbox"/> Excavator | |
| <input type="checkbox"/> FE Loader | |
| <input type="checkbox"/> Skidder | |
| <input type="checkbox"/> Bobcat | |
| <input type="checkbox"/> Dump Truck | |
| <input type="checkbox"/> Tractor | |
| <input type="checkbox"/> Forklift | |

| CLERICAL/ADMIN | YEARS |
|--|-------|
| <input type="checkbox"/> Receptionist | |
| <input type="checkbox"/> Admin. Asst. | |
| <input type="checkbox"/> Data Entry | |
| <input type="checkbox"/> Medical Office | |
| <input type="checkbox"/> Medical Transcription | |
| <input type="checkbox"/> Shorthand | |
| <input type="checkbox"/> HR/Personnel | |
| <input type="checkbox"/> Legal Office | |
| <input type="checkbox"/> 1-5 Phone Lines | |
| <input type="checkbox"/> 10+ Phone Lines | |

| FARM/RANCH | YEARS |
|--|-------|
| <input type="checkbox"/> Laborer | |
| <input type="checkbox"/> Fence Install | |
| <input type="checkbox"/> Bale Bucker | |
| <input type="checkbox"/> Irrigation | |
| <input type="checkbox"/> Branding | |
| <input type="checkbox"/> Livestock Caretaker | |

| MECHANICAL | YEARS |
|---|-------|
| <input type="checkbox"/> ASE Certified | |
| <input type="checkbox"/> Auto Mechanic | |
| <input type="checkbox"/> Diesel Mechanic | |
| <input type="checkbox"/> Mechanic Helper | |
| <input type="checkbox"/> Lube/Oil Tech | |
| <input type="checkbox"/> Tire Buster | |
| <input type="checkbox"/> Auto Body Repair | |
| <input type="checkbox"/> HVAC Tech. | |
| <input type="checkbox"/> Sheet Metal | |
| <input type="checkbox"/> Machinist | |
| <input type="checkbox"/> Millwright | |

| Other Skills | YEARS |
|--|-------|
| <input type="checkbox"/> Auto CAD | |
| <input type="checkbox"/> CNC Machine | |
| <input type="checkbox"/> Hand Loading Ammo | |

| CDL (List the Type) | YEARS |
|--------------------------|-------|
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |

Can you tell us any additional information that would set you apart from other applicants?

| |
|--|
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| |
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| |

PLEASE REVIEW THIS FORM AND MAKE SURE THAT YOU ANSWERED EACH ITEM. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for termination. I agree to comply with A2Z Personnel-Hamilton, Inc.'s substance abuse program, which includes drug testing. I understand that A2Z Personnel-Hamilton, Inc. will thoroughly investigate my work and personal history. I authorize such an investigation and release from liability any person's giving or receiving such information.

Applicant's Signature _____ **Date** _____

In case of an emergency, please notify:

_____ **Phone** _____