

WORK HISTORY (List most current job first)

Name: _____

Start Date:	End Date:
Company Name:	
Phone:	
Supervisor:	
Hourly Rate:	
Job Duties:	
Reason for Leaving:	

Start Date:	End Date:
Company Name:	
Phone:	
Supervisor:	
Hourly Rate:	
Job Duties:	
Reason for Leaving:	

Start Date:	End Date:
Company Name:	
Phone:	
Supervisor:	
Hourly Rate:	
Job Duties:	
Reason for Leaving:	

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Company Name:	
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Supervisor:	
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Company Name:	
Phone:	
Supervisor:	
Hourly Rate:	
Job Duties:	
Reason for Leaving:	

Start Date:	End Date:
Company Name:	
Phone:	
Supervisor:	
Hourly Rate:	
Job Duties:	
Reason for Leaving:	

If you have additional work history, please ask for another work history form.

Selected skills must match work history reported on application.

CLERICAL

Accts. Payable
 Accts. Receivable
 Administrative Asst
 Bank Teller/ Experience
 Billing Clerk
 Bill of Lading
 Bookkeeping - Full Charge
 Bookkeeping Asst.
 Collections
 Customer Service

Data Entry
 Filing
 Income Tax
 Insurance Office
 Marketing/Advertising
 Medical
 Payroll Clerk
 Purchasing
 Receptionist
 Scanner

Secretary - Legal
 Switchboard Operator
 Transcription

TRANSLATION

French
 German
 Sign Language
 Spanish

PROFESSIONAL

Accountant
 Computer Networking
 Controller
 Correctional Officer
 Cost Accountant
 Counselor
 CPA
 Drafting
 Graphic Design

Human Resource Mgr
 Insurance Sales
 IT Technician
 ♦ A (+) Certified*
 ♦ Net (+) Certified*
 Leasing Agent
 Management
 Paralegal
 Sales (other than retail)

Site/Safety Coordinator
 Staffing Recruiter
 Supervisor
 Teaching
 Telemarketing

 OSHA Certified
 10 hours
 30 hours

MEDICAL

CNA*
 CPR Certified*
 Dental Assistant
 Dental Hygienist
 E M S*
 Med Admin Asst

Medical Assistant
 Medical Coding
 Medical Lab Tech
 Medical Scribe
 Nurse - LPN*
 Nurse - RN*

Nurse Practitioner
 Optician
 PCA (Personal Care Assistant)
 Pharmacy Tech
 Phlebotomist
 Radiology Tech

SOFTWARE PROGRAMS

Access
 AS/400
 CAD
 Excel
 Outlook
 Peachtree
 Power Point
 QuickBooks
 Quicken
 Sage/Peachtree
 Word
 Other

DESIGN PROGRAMS

Adobe Creative Suite
 After Effects
 Illustrator
 InDesign
 Light Room
 Photoshop
 Premier Pro
 Other

WEB DEVELOPMENT

CSS
 HTML
 JavaScript
 PHP
 Other
 Softwear Developer
 Web Design

***Must have a copy of the certification/license on file.**

Selected skills must match work history reported on application.

LABOR

- | | | |
|---|---|---|
| <input type="checkbox"/> Agriculture/Field Work | <input type="checkbox"/> Inventory/Stocking | <input type="checkbox"/> Production Line |
| <input type="checkbox"/> Animal Control/Care | <input type="checkbox"/> Janitorial | <input type="checkbox"/> Program Logic Controller |
| <input type="checkbox"/> Appliance Installation | <input type="checkbox"/> Landscape/Lawn Care | <input type="checkbox"/> Property Maintenance |
| <input type="checkbox"/> Assembly | <input type="checkbox"/> Lathe Machine Operator | <input type="checkbox"/> Quality Control |
| <input type="checkbox"/> Auto Detailer | <input type="checkbox"/> Load/Unload Trucks | <input type="checkbox"/> Receiving |
| <input type="checkbox"/> Cable Installer | <input type="checkbox"/> Lube/Oil Tech | <input type="checkbox"/> Retail Sales |
| <input type="checkbox"/> Cashier | <input type="checkbox"/> Lumber Yard | <input type="checkbox"/> Security |
| <input type="checkbox"/> Die Caster | <input type="checkbox"/> Machine Operator | <input type="checkbox"/> Service Advisor |
| <input type="checkbox"/> Dispatch | <input type="checkbox"/> Maintenance - Industrial | <input type="checkbox"/> Service Manager |
| <input type="checkbox"/> Embroidery Machine | <input type="checkbox"/> Maintenance - Mechanical | <input type="checkbox"/> Sewing |
| <input type="checkbox"/> Furniture Framer | <input type="checkbox"/> Meat cutter/Butcher | <input type="checkbox"/> Shipping |
| <input type="checkbox"/> Furniture Mover | <input type="checkbox"/> Order Puller/Packer | <input type="checkbox"/> Tire Tech |
| <input type="checkbox"/> Grinder | <input type="checkbox"/> Parts Dept. | <input type="checkbox"/> Upholsterer |
| <input type="checkbox"/> Hotel Housekeeping | <input type="checkbox"/> Pest Control | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Hotel Laundry | <input type="checkbox"/> Pool Labor | <input type="checkbox"/> Well Drilling/Service |

CONSTRUCTION/CARPENTRY

- | | | |
|---|---|---|
| <input type="checkbox"/> Asphalt | <input type="checkbox"/> Fabrication | <input type="checkbox"/> Pneumatic Tools |
| <input type="checkbox"/> Cabinets | <input type="checkbox"/> Floor Covering | <input type="checkbox"/> Professional Painter |
| <input type="checkbox"/> Carpenter | <input type="checkbox"/> Heat & Air | <input type="checkbox"/> Roofer |
| <input type="checkbox"/> Carpenter Helper | <input type="checkbox"/> HVAC Certified* | <input type="checkbox"/> Sheet Metal |
| <input type="checkbox"/> Ceramic Tile | <input type="checkbox"/> Insulation | <input type="checkbox"/> Sheetrock - Finish |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Masonry | <input type="checkbox"/> Sheetrock - Hang |
| <input type="checkbox"/> Conduit Installation | <input type="checkbox"/> Metal Building | <input type="checkbox"/> Sheetrock - Mud |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Mobile Home Experience | <input type="checkbox"/> Sheetrock - Tape |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Mobile Home Set Up | <input type="checkbox"/> Sidewall |
| <input type="checkbox"/> Duct Work Installation | <input type="checkbox"/> Pipefitter | <input type="checkbox"/> Trim |
| <input type="checkbox"/> Electrician | <input type="checkbox"/> Plumber | <input type="checkbox"/> Window Installation |
| <input type="checkbox"/> Electrician Helper | <input type="checkbox"/> Plumber Helper | |

EQUIPMENT OPERATOR

- | | |
|--|--|
| <input type="checkbox"/> Backhoe | <input type="checkbox"/> Spreader Operator |
| <input type="checkbox"/> Bulldozer | <input type="checkbox"/> ♦ Terragator |
| <input type="checkbox"/> Delivery Van/Truck | <input type="checkbox"/> ♦ Vector |
| <input type="checkbox"/> Dump Truck | <input type="checkbox"/> Standard/Clutch |
| <input type="checkbox"/> Escort Driver | <input type="checkbox"/> Tow Truck/Wrecker |
| <input type="checkbox"/> Excavator | <input type="checkbox"/> Trash Truck |
| <input type="checkbox"/> Front End Loader | <input type="checkbox"/> Trencher |
| <input type="checkbox"/> Mobile Crane Oper | <input type="checkbox"/> Water Truck |
| <input type="checkbox"/> Motorgrader | <input type="checkbox"/> Zero Turn Mower |
| <input type="checkbox"/> Overhead Crane Oper | |

MECHANICS

- | |
|---|
| <input type="checkbox"/> ASE Certified* |
| <input type="checkbox"/> Automobile Mechanic |
| <input type="checkbox"/> Diesel Mechanic |
| <input type="checkbox"/> Fleet Tech Mechanic |
| <input type="checkbox"/> Heavy Equip. Mech. |
| <input type="checkbox"/> Hydraulic Mechanic |
| <input type="checkbox"/> Motorcycle/Power Sport |
| <input type="checkbox"/> Small Engine Mechanic |
| <input type="checkbox"/> Tear Down Mechanic |
| <input type="checkbox"/> Have own mechanic tools? |

FORKLIFT

- | |
|---|
| <input type="checkbox"/> Cherry Picker Forklift |
| <input type="checkbox"/> Pallet Jack - Electric |
| <input type="checkbox"/> Pallet Jack - Manual |
| <input type="checkbox"/> Pole Forklift |
| <input type="checkbox"/> Reach Truck |
| <input type="checkbox"/> Sit Down Forklift |
| <input type="checkbox"/> Stand Up Forklift |

WELDER

- | | |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> MIG | <input type="checkbox"/> Certified* |
| <input type="checkbox"/> Stick | <input type="checkbox"/> Certified* |
| <input type="checkbox"/> TIG | <input type="checkbox"/> Certified* |
| <input type="checkbox"/> Brazing | |
| <input type="checkbox"/> Tack | |
| <input type="checkbox"/> Sandblasting | |

RESTAURANT LABOR

- | |
|---------------------------------------|
| <input type="checkbox"/> Bartender |
| <input type="checkbox"/> Bus Boy |
| <input type="checkbox"/> Cook |
| <input type="checkbox"/> Dishwasher |
| <input type="checkbox"/> Food Prep |
| <input type="checkbox"/> Host/Hostess |
| <input type="checkbox"/> Manager |
| <input type="checkbox"/> Server |

* Must have a copy of the certification on file.

DRIVER'S LICENSE

- | | | |
|--|------------------------------------|---------------------------------------|
| <input type="checkbox"/> CDL Class A* | <input type="checkbox"/> Bus | <input type="checkbox"/> Refrigerated |
| <input type="checkbox"/> CDL Class B* | <input type="checkbox"/> Doubles | <input type="checkbox"/> Tankers |
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Hazmat | <input type="checkbox"/> Triples |
| <input type="checkbox"/> Tow Truck/Wrecker | <input type="checkbox"/> Passenger | <input type="checkbox"/> TWIC Card |

*** Must have a copy of the driver's license/certification on file.**

DOT Medical Card expiration date (if applicable): _____

If there are any gaps in employment history, please explain: _____

I hereby authorize Quality Employment Service, Inc. (herein referred to as QES) to make a complete investigation of me and furnish to its customers a report based thereon. I agree, if employed by QES, that if I make a claim against you for personal injuries, upon request I shall submit to drug screens and examinations by physicians of your selection. My employment may be terminated by QES at any time without any liability to QES except for wages and salary as earned by me at the date of such termination. I understand that it is my responsibility to notify QES of my availability on a twice-weekly basis, and if I do not, I will be considered unavailable for work. I understand that intentionally providing false information on this form could result in termination of any contract or employment that I may have with you. I also understand that I will be an employee of QES and will be working for different companies as their representative. If I should accept employment from the company that I was referred to, or another company as a result of that referral within six (6) months of my referral or assignment end date, there will be a placement fee if I have not worked as a temporary with that company for 640 worked hours. **I also understand that I could be subject to a drug screen, criminal background check, MVR check, and credit check before being placed on an assignment.**

I hereby acknowledge that I have read and understand the above statement.

Signature: _____

Date: _____

Do not write below this line

Interviewer: _____

Entered By: _____

Clean Background

General Labor

HS Diploma/GED

Military

NER

Non Smoker

Clerical/Whse Test Date: _____

Time: _____

Update