



GLASPY GROUP, LLC

APPLICATION FOR EMPLOYMENT

GENERAL INFORMATION

LAST NAME FIRST NAME MIDDLE INITIAL DATE

STREET ADDRESS CITY STATE ZIP CODE

PHONE NUMBER CELL PHONE WORK/OTHER NUMBER

EMAIL SOCIAL SECURITY NUMBER

Please indicate any other names you have used while working or attending school:

Applying for: TEMPORARY TEMPORARY TO PERMANENT DIRECT HIRE
Willing to work DAYS EVENINGS FULL TIME PART TIME
Position Desired: Salary Expected: Hourly Rate:

Have you ever been charged with a criminal offense (with the exception of minor traffic violations) which resulted in any of the following: a guilty plea or verdict, a no contest plea or a deferred adjudication? Yes No

If yes, please state the nature of the offense, date of offense, county and state in which the offense occurred:

Education and Training Information

If the job you are applying for does not require a high school diploma or a college degree, then the absence of a diploma or degree will not bar you from consideration for employment.

Table with 6 columns: Education, Name of School, Location of School, Did you graduate?, Years completed, Diploma/Degree. Rows include High School, College/Univ., and Other (specify).

EMPLOYMENT HISTORY

Please list present or most recent employer first

Company Name		Address	
From	To		
MO YR	MO YR	Telephone ()	
Starting Pay	Ending Pay	Position	Supervisor
Description of Duties			
Reason for Leaving			

Explain periods of unemployment:

Company Name		Address	
From	To		
MO YR	MO YR	Telephone ()	
Starting Pay	Ending Pay	Position	Supervisor
Description of Duties			
Reason for Leaving			

Explain periods of unemployment:

Company Name		Address	
From	To		
MO YR	MO YR	Telephone ()	
Starting Pay	Ending Pay	Position	Supervisor
Description of Duties			
Reason for Leaving			

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Company Name		Address	
From	To		
MO YR	MO YR	Telephone ()	
Starting Pay	Ending Pay	Position	Supervisor
Description of Duties			
Reason for Leaving			

POSITIONS HELD

- | | | |
|---|--|---|
| <input type="checkbox"/> Accountant | <input type="checkbox"/> Contracts Administrator | <input type="checkbox"/> Mailroom Clerk |
| <input type="checkbox"/> Accounting Clerk | <input type="checkbox"/> Credit Representative | <input type="checkbox"/> Manager |
| <input type="checkbox"/> Administrative Assistant | <input type="checkbox"/> Data Entry | <input type="checkbox"/> Paralegal |
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Educator | <input type="checkbox"/> Purchasing |
| <input type="checkbox"/> Auditor | <input type="checkbox"/> Escrow Assistant | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Bank Teller | <input type="checkbox"/> Executive Assistant | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Benefits Assistant | <input type="checkbox"/> Financial Analyst | <input type="checkbox"/> Sales-Inside |
| <input type="checkbox"/> Bookkeeper | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Sales-Outside |
| <input type="checkbox"/> Copy Clerk | <input type="checkbox"/> Inventory Control | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Collector-Commercial | <input type="checkbox"/> Legal Assistant | <input type="checkbox"/> Shipping/Receiving |
| <input type="checkbox"/> Collector-Consumer | <input type="checkbox"/> Legal Secretary | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Computer Graphics | <input type="checkbox"/> Librarian | <input type="checkbox"/> Trainer |
| <input type="checkbox"/> Computer Networks | <input type="checkbox"/> Litigation Support | <input type="checkbox"/> Typist |
| <input type="checkbox"/> Computer Programming | <input type="checkbox"/> Loan Closer | <input type="checkbox"/> Word Processor |
| <input type="checkbox"/> Computer Systems Analyst | <input type="checkbox"/> Loan Processor | |

SKILLS

- | | | |
|--|---|---|
| <input type="checkbox"/> Auditing | <input type="checkbox"/> Foreign Language – French | <input type="checkbox"/> Payroll |
| <input type="checkbox"/> Automated Accounting System | <input type="checkbox"/> Foreign Language – German | <input type="checkbox"/> PBX – AT&T |
| <input type="checkbox"/> Bank Reconciliation | <input type="checkbox"/> Foreign Language – Spanish | <input type="checkbox"/> PBX – Dimension |
| <input type="checkbox"/> Benefits | <input type="checkbox"/> Foreign Language – Other | <input type="checkbox"/> PBX – Horizon |
| <input type="checkbox"/> Billing | <input type="checkbox"/> Full Charge Bookkeeper | <input type="checkbox"/> PBX – ROLM |
| <input type="checkbox"/> College Accounting (hrs) | <input type="checkbox"/> General Ledger | <input type="checkbox"/> Public Accounting |
| <input type="checkbox"/> Cost Accounting | <input type="checkbox"/> Insurance | <input type="checkbox"/> Receivables |
| <input type="checkbox"/> Credit/Collections | <input type="checkbox"/> Internet | <input type="checkbox"/> Shipping/Receiving |
| <input type="checkbox"/> CRT | <input type="checkbox"/> Invoices | <input type="checkbox"/> Shorthand |
| <input type="checkbox"/> Dictaphone | <input type="checkbox"/> Loans | <input type="checkbox"/> 10-Key |
| <input type="checkbox"/> E Mail | <input type="checkbox"/> Manual Accounting System | <input type="checkbox"/> Transcription |
| <input type="checkbox"/> Facsimile | <input type="checkbox"/> Multi-Line Phone | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Financials | <input type="checkbox"/> Payables | <input type="checkbox"/> Voice Mail |

SOFTWARE SKILLS

- | | | |
|---|--|---|
| <input type="checkbox"/> ACT | <input type="checkbox"/> Lotus Notes | <input type="checkbox"/> PhotoShop |
| <input type="checkbox"/> Adobe Acrobat | <input type="checkbox"/> Macintosh | <input type="checkbox"/> QuickBooks |
| <input type="checkbox"/> Adobe PageMaker | <input type="checkbox"/> MS Access | <input type="checkbox"/> QuickBooks Pro |
| <input type="checkbox"/> ADP | <input type="checkbox"/> MS Excel | <input type="checkbox"/> Quicken |
| <input type="checkbox"/> Corel Draw/paint | <input type="checkbox"/> MS Outlook | <input type="checkbox"/> Visio |
| <input type="checkbox"/> DocsOpen | <input type="checkbox"/> MS Photo Editor | <input type="checkbox"/> Windows ME |
| <input type="checkbox"/> FrontPage | <input type="checkbox"/> MS PowerPoint | <input type="checkbox"/> Windows 2000 |
| <input type="checkbox"/> GroupWise | <input type="checkbox"/> MS Publisher | <input type="checkbox"/> Windows 98 |
| <input type="checkbox"/> Harvard Graphics | <input type="checkbox"/> MS Word | <input type="checkbox"/> Windows 95 |
| <input type="checkbox"/> IBM | <input type="checkbox"/> OrgPlus | <input type="checkbox"/> WordPerfect |
| <input type="checkbox"/> iManage | <input type="checkbox"/> Peachtree | |
| <input type="checkbox"/> Lotus | <input type="checkbox"/> PeopleSoft | |

REFERENCE INFORMATION

1. Name: _____ Phone: _____ Position Held: _____
2. Name: _____ Phone: _____ Position Held: _____
3. Name: _____ Phone: _____ Position Held: _____

Describe your ideal career opportunity:

I testify that the information I have provided KL Glaspy Group, LLC is accurate, and I understand that investigation of these statements is standard operating procedure. I further understand that any misstatement or omission of information may be grounds for dismissal.

I also agree that I will not disclose confidential information acquired during a job assignment through KL Glaspy Group, LLC.

I agree to submit to a criminal background investigation, credit verification, urinalysis, polygraph and/or other examination if requested at any time prior to, or subsequent to, my employment.

I further agree to contact KL Glaspy Group, LLC upon completion of a temporary assignment and will continue to do so on a weekly basis, or it will be assumed that I am no longer available for employment.

Check in must initially be accomplished within 24 hours of job completion/termination and can be accomplished by phone or email.

Failure to comply with the above requirements could result in denial of my unemployment benefits.

I am aware that at times I may have access to property belonging to client companies such as keys or parking cards. I will return that property when it is requested of me, or I will allow KL Glaspy Group, LLC to subtract the value of that property from my paycheck.

I have read and understand the information above, and I have the opportunity to ask questions if necessary.

KL GLASPY GROUP, LLC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

Signature of Applicant

Date