

# temp time, inc. job application

interviewed by \_\_\_\_\_  
date registered \_\_\_\_\_  
date available \_\_\_\_\_  
referred by \_\_\_\_\_

last name \_\_\_\_\_ first \_\_\_\_\_ ss# \_\_\_\_\_

address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

home # \_\_\_\_\_ cell # \_\_\_\_\_ alt # \_\_\_\_\_

e-mail \_\_\_\_\_ desired hourly rate \_\_\_\_\_

do you have access to a car to get to work? \_\_\_\_\_ available for suburban? \_\_\_\_\_

emergency contact \_\_\_\_\_ relationship \_\_\_\_\_ phone # \_\_\_\_\_

days available for work: mon \_\_\_ tues \_\_\_ wed \_\_\_ thur \_\_\_ fri \_\_\_ sat \_\_\_ sun \_\_\_

type of work you would like? long term \_\_\_ short term \_\_\_ same day \_\_\_ temp-perm \_\_\_

## employment history (most recent first) please fill out even if you have a resume

company \_\_\_\_\_ position held \_\_\_\_\_ phone # \_\_\_\_\_  
location \_\_\_\_\_ type of business \_\_\_\_\_  
contact/title \_\_\_\_\_ salary/hourly \_\_\_\_\_  
reason for leaving \_\_\_\_\_ dates: from \_\_\_\_\_ to \_\_\_\_\_

company \_\_\_\_\_ position held \_\_\_\_\_ phone # \_\_\_\_\_  
location \_\_\_\_\_ type of business \_\_\_\_\_  
contact/title \_\_\_\_\_ salary/hourly \_\_\_\_\_  
reason for leaving \_\_\_\_\_ dates: from \_\_\_\_\_ to \_\_\_\_\_

company \_\_\_\_\_ position held \_\_\_\_\_ phone # \_\_\_\_\_  
location \_\_\_\_\_ type of business \_\_\_\_\_  
contact/title \_\_\_\_\_ salary/hourly \_\_\_\_\_  
reason for leaving \_\_\_\_\_ dates: from \_\_\_\_\_ to \_\_\_\_\_

please check all programs you have worked on

ms word _____	word perfect _____	foreign languages _____
excel _____	lotus notes _____	legal software _____
power point _____	quark express _____	- i manage _____
access _____	quickbooks _____	- pc docs _____
ms outlook _____	other _____	- other _____

please check if you have experience

legal \_\_\_\_\_ litigation \_\_\_\_\_ medical \_\_\_\_\_ corporate \_\_\_\_\_ insurance \_\_\_\_\_  
real estate \_\_\_\_\_ banking/financial \_\_\_\_\_ data entry \_\_\_\_\_ shorthand \_\_\_\_\_  
medical malpractice \_\_\_\_\_ mailroom \_\_\_\_\_ dictaphone \_\_\_\_\_ accounting \_\_\_\_\_  
switchboard \_\_\_\_\_ reception \_\_\_\_\_ phone system/# of lines \_\_\_\_\_

professional references

name _____	phone # _____	occupation _____
name _____	phone # _____	occupation _____
name _____	phone # _____	occupation _____

education background

name of high school \_\_\_\_\_ years completed \_\_\_\_\_ year graduated \_\_\_\_\_  
name of college \_\_\_\_\_ years completed \_\_\_\_\_ year graduated \_\_\_\_\_  
major & or minor \_\_\_\_\_ business school \_\_\_\_\_  
other \_\_\_\_\_ specialty \_\_\_\_\_

**for office use only**

**an equal opportunity employer**

I affirm that to the best of my knowledge the information supplied on this application is true and completely accurate. I agree that I will not accept direct employment or free-lance work, either full or part time, at any firm, (including its affiliates, subsidiaries, tenants or consultants) that I work for as an employee of Temp Time, Inc. until a period of one year has elapsed since the last day of the most recent assignment with that firm.

\_\_\_\_\_ signature

\_\_\_\_\_ date