

EMPLOYMENT HISTORY

Please list your job history for the past ten (10) years beginning with your most recent employment. Record all jobs including military service, part-time and summer work. Record volunteer experience if you do not have prior work experience. Request additional sheets, if necessary.

Every space must be completed in full for consideration.

Company Name _____ Title of Position Held _____

Address _____ City _____ State _____ Zip Code _____

Duties Performed _____

Start Date _____ Start Salary \$ _____ End Date _____ End Salary \$ _____

Reason for Leaving _____

Supervisor's Name _____ Supervisor's Phone Number _____

MAY WE CONTACT THIS EMPLOYER?

YES NO

Company Name _____ Title of Position Held _____

Address _____ City _____ State _____ Zip Code _____

Duties Performed _____

Start Date _____ Start Salary \$ _____ End Date _____ End Salary \$ _____

Reason for Leaving _____

Supervisor's Name _____ Supervisor's Phone Number _____

MAY WE CONTACT THIS EMPLOYER?

YES NO

Company Name _____ Title of Position Held _____

Address _____ City _____ State _____ Zip Code _____

Duties Performed _____

Start Date _____ Start Salary \$ _____ End Date _____ End Salary \$ _____

Reason for Leaving _____

Supervisor's Name _____ Supervisor's Phone Number _____

MAY WE CONTACT THIS EMPLOYER?

YES NO

IN CASE OF EMERGENCY, PLEASE CONTACT:

NAME(S) _____ RELATIONSHIP _____

Home Phone _____ Work Phone _____ Cell Phone _____

Address _____ City _____ State _____ Zip Code _____

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Reason for Leaving _____

Supervisor's Name _____ Supervisor's Phone Number _____

MAY WE CONTACT THIS EMPLOYER?

YES NO

CAREER SKILLS

Please indicate all skills that you have utilized through training and/or working.

<u>OFFICE (OFF)</u>	<u>WORD PROCESSING (WORD)</u>	<u>MEDICAL/HOSPITAL (HOSP)</u>
<input type="checkbox"/> 101 Typing <input type="checkbox"/> 105 Transcription <input type="checkbox"/> 106 Filing <input type="checkbox"/> 107 10-Key (by Sight) <input type="checkbox"/> 108 10-Key (by Touch) <input type="checkbox"/> 109 Data Entry <input type="checkbox"/> 120 Data Entry Clerk (as Primary Job Function) <input type="checkbox"/> 110 Letter / Memo Composition <input type="checkbox"/> 111 Meeting Minutes <input type="checkbox"/> 112 Shorthand <input type="checkbox"/> 113 Making Travel Arrangements <input type="checkbox"/> 114 Reception <input type="checkbox"/> 115 Administrative Assistant <input type="checkbox"/> 117 Office Manager <input type="checkbox"/> 118 Project Management <input type="checkbox"/> 1308 Messenger <input type="checkbox"/> 1309 Mailroom	<input type="checkbox"/> 910 Word Perfect <input type="checkbox"/> 914 Microsoft Word <input type="checkbox"/> 917 Other (Specify) <input type="checkbox"/> _____ <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <u>MARKETING / PUBLIC REL (MAR)</u> <input type="checkbox"/> 1580 Public Relations <input type="checkbox"/> 1581 Art / Design <input type="checkbox"/> 1582 Marketing <input type="checkbox"/> 1583 Event Planning <input type="checkbox"/> 1584 Fundraising <input type="checkbox"/> 1585 Advertising	<input type="checkbox"/> 105M Medical Transcription <input type="checkbox"/> 2000 Medical Terminology <input type="checkbox"/> 2001 Medical Reception <input type="checkbox"/> 2002 Appointment Setting <input type="checkbox"/> 2003 Medical Insurance <input type="checkbox"/> 2004 Medical Billing <input type="checkbox"/> 2005 Third Party Administration <input type="checkbox"/> 2006 Claims Research <input type="checkbox"/> 2007 Medical Records Clerk <input type="checkbox"/> 2008 C.N.A. Certification <input type="checkbox"/> 2009 Other Certifications (Specify) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> 2010 ICD9 Coding <input type="checkbox"/> 2020 CPT Coding <input type="checkbox"/> 2011 Medicare / Medicaid <input type="checkbox"/> 2012 Medical Collections
<u>TELEPHONE (TELE)</u>	<u>SPREADSHEET PACKAGES (SPRD)</u>	<u>INSURANCE (INS)</u>
<input type="checkbox"/> 150 Answer Phones <input type="checkbox"/> 150v with Voicemail <input type="checkbox"/> 151 1-4 Phone Lines <input type="checkbox"/> 152 5 (or more) Phone Lines <input type="checkbox"/> 153 PBX System	<input type="checkbox"/> 1103 Lotus <input type="checkbox"/> 1109 Microsoft Excel <input type="checkbox"/> 1109B Creating Spreadsheets <input type="checkbox"/> 1109C Creating Formulas <input type="checkbox"/> 1109G Graphing <input type="checkbox"/> 1104 Microsoft Project <input type="checkbox"/> 1110 Quatro Pro	<input type="checkbox"/> 1401 Commercial Lines <input type="checkbox"/> 1401Y License <input type="checkbox"/> 1402 Personal Lines <input type="checkbox"/> 1402Y License <input type="checkbox"/> 1403 Health / Life <input type="checkbox"/> 1404 Underwriting <input type="checkbox"/> 1406 Claims <input type="checkbox"/> 1407 Securities License
<u>FOREIGN LANGUAGE (LANG)</u>	<u>DATABASES (DATA)</u>	<u>LEGAL (LEG)</u>
<input type="checkbox"/> 624 Spanish <input type="checkbox"/> 625 Other (Specify) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> 626 Professional Language Interpreter	<input type="checkbox"/> 1111 Database Programming <input type="checkbox"/> 1112 Database Creation <input type="checkbox"/> 1113 Database Maintenance <input type="checkbox"/> 1114 Microsoft Access <input type="checkbox"/> 1115 Paradox <input type="checkbox"/> 1199 Other (Specify) <input type="checkbox"/> _____	<input type="checkbox"/> 105L Legal Transcription <input type="checkbox"/> 1500 Paralegal (Specify) <input type="checkbox"/> 1500L Litigation <input type="checkbox"/> 1500P Probate <input type="checkbox"/> 1500C Corporate <input type="checkbox"/> 1500R Real Estate <input type="checkbox"/> 1500G Government <input type="checkbox"/> 1500E Employ / Labor <input type="checkbox"/> 1500S Social Service <input type="checkbox"/> 1501 Legal Secretary <input type="checkbox"/> 1502 Legal Assistant
<u>WRITING (WRIT)</u>	<u>HUMAN RESOURCES (HR)</u>	<u>MATERIALS MNGMT (MAT)</u>
<input type="checkbox"/> 908 Writing / Editing <input type="checkbox"/> 909 Grant Writing <input type="checkbox"/> 907 Journalism	<input type="checkbox"/> 1410 Benefits Administration <input type="checkbox"/> 1411 Interviewing / Hiring <input type="checkbox"/> 1412 Training <input type="checkbox"/> 1413 Safety / Wellness <input type="checkbox"/> 1414 Recruiting <input type="checkbox"/> 1415 PeopleSoft	<input type="checkbox"/> 1770 Purchasing <input type="checkbox"/> 1771 Inventory <input type="checkbox"/> 1772 Receiving <input type="checkbox"/> 1773 Distribution
<u>CUSTOMER SERVICE (CSER)</u>	<u>INTERNET / E-MAIL (NET)</u>	<u>MNGMT / SUPERVISION (MAN)</u>
<input type="checkbox"/> 1306 Cashier <input type="checkbox"/> 154 Inbound Telemarketing <input type="checkbox"/> 1312 Retail <input type="checkbox"/> 1313 Telephone	<input type="checkbox"/> 1315 MS Outlook <input type="checkbox"/> 1316 MS Internet Explorer <input type="checkbox"/> 1317 Netscape Navigator <input type="checkbox"/> 1318 HTML / Web Design <input type="checkbox"/> 1319 Basic E-Mail Usage <input type="checkbox"/> 1320 Lotus Notes	<input type="checkbox"/> 1710 1-10 Employees <input type="checkbox"/> 1711 11-50 Employees <input type="checkbox"/> 1712 51+ Employees
<u>HUMAN SERVICES (HUM)</u>	<u>REAL ESTATE (REAL)</u>	
<input type="checkbox"/> 1417 Social Work <input type="checkbox"/> 1416 Director/Supervisor	<input type="checkbox"/> 1900 Current License <input type="checkbox"/> 1903 Property Sales <input type="checkbox"/> 1901 Property Management <input type="checkbox"/> 1902 Leasing Assistant	
<u>GRAPHIC DESIGN (GRAPHICS)</u>		
<input type="checkbox"/> 1622 Graphic Design		

<p>DESKTOP PUBLISHING (DESK)</p> <p><input type="checkbox"/>1607 Harvard Graphics</p> <p><input type="checkbox"/>1608 MS PowerPoint</p> <p><input type="checkbox"/>1609 Lotus Freelance</p> <p><input type="checkbox"/>1610 PageMaker</p> <p><input type="checkbox"/>1612 Adobe Photo Shop</p> <p><input type="checkbox"/>1613 Quark Xpress</p> <p><input type="checkbox"/>1614 MS Publisher</p> <p><input type="checkbox"/>1615 Blackbod</p> <p><input type="checkbox"/>1616 Adobe Illustrator</p> <p><input type="checkbox"/>1617 Adobe Freehand</p> <p><input type="checkbox"/>1618 Mac Proficient</p> <p><input type="checkbox"/>1619 IBM Proficient</p> <p><input type="checkbox"/>1620 CAD</p> <p><input type="checkbox"/>1621 MS FrontPage</p> <p><input type="checkbox"/>1611 Other (Specify)</p> <p><input type="checkbox"/> _____</p>	<p>ACCOUNTING / BOOKKEEPING (ACCT)</p> <p><input type="checkbox"/>502 Accts Receivable</p> <p><input type="checkbox"/>503 Accts Payable</p> <p><input type="checkbox"/>504 General Ledger</p> <p><input type="checkbox"/>506 Payroll / Payroll Taxes</p> <p>Completed For:</p> <p><input type="checkbox"/>506A 0-50 Employees</p> <p><input type="checkbox"/>506B 50-100 Employees</p> <p><input type="checkbox"/>506C 100+ Employees</p> <p><input type="checkbox"/>507 P&L Statement</p> <p><input type="checkbox"/>508 Bank Reconciliation</p> <p><input type="checkbox"/>514 Invoicing / Billing</p> <p><input type="checkbox"/>516 Collections</p> <p><input type="checkbox"/>518 Tax Accounting</p> <p><input type="checkbox"/>519 Financial Statements</p> <p><input type="checkbox"/>520 Accounting Principles</p> <p><input type="checkbox"/>521 Grants Accounting</p> <p><input type="checkbox"/>522 Audit Accounting</p> <p><input type="checkbox"/>523 Public Accounting</p> <p><input type="checkbox"/>524 Chief Financial Officer</p> <p><input type="checkbox"/>525 Controller</p>	<p>ACCOUNTING PACKAGES (AP)</p> <p><input type="checkbox"/>1701 Peachtree</p> <p><input type="checkbox"/>1702 Quicken</p> <p><input type="checkbox"/>1704 QuickBooks</p> <p><input type="checkbox"/>1708 QuickBooks Pro</p> <p><input type="checkbox"/>1705 ADP Payroll System</p> <p><input type="checkbox"/>1706 ACPAC</p> <p><input type="checkbox"/>1707 Fox Pro</p> <p><input type="checkbox"/>1703 PeopleSoft</p> <p><input type="checkbox"/>1709 Other (Specify)</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
<p>LIGHT INDUSTRIAL (LITE)</p> <p><input type="checkbox"/>2030 Driving</p> <p><input type="checkbox"/>2040 Have CDL</p> <p><input type="checkbox"/>2050 Delivery</p> <p><input type="checkbox"/>2070 Production / Assembly</p> <p><input type="checkbox"/>2072 Grounds Keeping</p> <p><input type="checkbox"/>2073 General Maintenance</p> <p><input type="checkbox"/>2074 Security</p> <p><input type="checkbox"/>2075 Warehouse</p> <p><input type="checkbox"/>2076 Light Labor</p> <p><input type="checkbox"/>1309 Mailroom</p> <p><input type="checkbox"/>2077 Dispatch Radio</p> <p><input type="checkbox"/>1781 Banquet Set-up</p> <p><input type="checkbox"/>2078 Print Shop</p>	<p>BANKING / FINANCE (BANK)</p> <p><input type="checkbox"/>1305 Teller</p> <p><input type="checkbox"/>526 Loan Processing</p> <p><input type="checkbox"/>527 Loan Closing</p> <p><input type="checkbox"/>528 Loan Officer</p> <p><input type="checkbox"/>516 Collections</p>	<p>FOOD / BEVERAGE (FOOD)</p> <p><input type="checkbox"/>1750 Food Service</p> <p>HOSPITALITY (HOTL)</p> <p><input type="checkbox"/>1780 Hotel</p> <p>SALES (SALE)</p> <p><input type="checkbox"/>1800 Inside Sales</p> <p><input type="checkbox"/>1801 Outside Sales</p> <p><input type="checkbox"/>1802 Retail Sales</p> <p><input type="checkbox"/>155 Outbound Telemarketing</p> <p><input type="checkbox"/>1803 Travel</p> <p>ENGINEERING (ENG)</p> <p><input type="checkbox"/>2100 Electrical</p> <p><input type="checkbox"/>2101 Mechanical</p> <p><input type="checkbox"/>2102 Industrial</p> <p><input type="checkbox"/>2103 Chemical</p>

APPLICANT CERTIFICATION

Please Read and Sign

I hereby certify the information contained in this application is true and accurate to the best of my knowledge. I realize that any misrepresentation, falsification, or material omission of information on this application may result in my failure to be placed on an assignment or my dismissal from employment regardless of when discovered.

I authorize Integrity Staffing to check my references (except where otherwise indicated). I also authorize Integrity Staffing to disclose all information about my background and experience to all clients and prospective clients who may be interested in my services. I release all parties and persons from any and all liability for any damages that may result from furnishing such information to Integrity Staffing. I release Integrity Staffing from any and all liability for any damages that result from the use or disclosure of such information by Integrity Staffing.

I understand this document is an application only. It does not obligate Integrity Staffing or its clients to employ or make offers of employment to me.

I understand that, if I am accepted for employment and placed on assignment by Integrity Staffing, I am acting as an employee of Integrity Staffing. If so, I agree to conform to the rules and standards of Integrity Staffing. I agree that the employment relationship can be terminated at-will either by me or by Integrity Staffing, with or without cause, and with or without notice, at any time. Any changes to this employment-at-will status must be in writing.

I also understand all offers of employment are conditional on the provision of satisfactory proof of my identity and legal authority to work in the United States.

Applicant's Signature _____ **Date** _____



Proven Talent – Proven Results!

EMPLOYMENT VERIFICATION REQUEST

PLEASE COMPLETE ONE FORM FOR EACH EMPLOYER FOR THE PAST TEN (10) YEARS. MAKE ADDITIONAL COPIES AS NEEDED.

TO BE COMPLETED BY APPLICANT:

Previous Employer: _____
Supervisor/Attention: _____ Fax Number: _____
Telephone Number: _____ City _____ State _____ Zip Code _____
NAME: _____ SOCIAL SECURITY #: _____
Job Title: _____
Dates of Employment: Start Date: _____ End Date: _____
I authorize release of the requested information to Integrity Staffing.
I release all parties from any associated liability.
Applicant Signature: _____ Date: _____

TO BE COMPLETED BY EMPLOYER:

The above named applicant is applying for employment with Integrity Staffing and gave your name as a former employer. We would appreciate your assistance in determining his/her qualifications by providing the information requested below. Thank you for your time.

Table with 6 columns: Work Performance, Excellent, Good, Average, Poor, Comments. Rows include Quality of Work, Attendance/Punctuality, Cooperation/Attitude.

Dates of employment correct? YES NO If no, correct dates: _____ / _____ to _____ / _____

Job title correct? YES NO If no, correct title: _____

Ending salary: _____ Reason for leaving? _____

Is this applicant eligible for rehire? YES NO If no, reason: _____

Signature: _____ Title: _____ Date: _____

PLEASE FAX THIS FORM TO INTEGRITY STAFFING – (402) 558-2071

10855 W. Dodge Rd., Ste. 290 • Omaha, NE 68154 • Phone: (402) 558-2072 • Email: contactus@integstaff.com