



Application for Employment

Personal Information:

Date of Application: _____

Name:

Last

First

Middle

Address:

Street

(Apt)

City, State, Zip

Alt Address:

Street

(Apt)

City, State, Zip

Contact Info: () ()

Home Telephone

Mobile

Email

Position Sought: Support Tech Sale Rep Developer Other

Desired Salary? _____ **Are you Currently Employed?** _____

Education:

Name and Location

Graduate? – Degree?

Major / Subject of Study

High School			
College / University			
Specialized Training, Trade School, etc			
Other Education			

How did you learn about our company?



Application for Employment - Continued

Previous Experience: Please list from beginning to most recent!

Dates Employed	Company Name	Location	Role / Title
Job notes, tasks performed and reason for leaving:			

Dates Employed	Company Name	Location	Role / Title
Job notes, tasks performed and reason for leaving:			

Dates Employed	Company Name	Location	Role / Title
Job notes, tasks performed and reason for leaving:			

Dates Employed	Company Name	Location	Role / Title
Job notes, tasks performed and reason for leaving:			



Application for Employment - Continued

Skills Assessment:

	Software and Computer Support Experience	1 – 10 10 being the highest
1	PC Experience	
2	Mac Experience	
3	Microsoft Office Products Experience (Word, excel, outlook, visio, etc)	
4	SQL Server / Database Experience	
5	Help Desk / Customer Service Experience	
6	Software Support Experience	
7	OS and Hardware Support Experience	
8	Microsoft Terminal Services Support Experience	
9	WebEx Experience (Remote Meeting Software)	
10	Accounting Software Experience (Support and Use)	
11	MIS System Experience (Information management systems)	
12	Crystal Reports Experience	

	Printing Experience	
1	Do you have Printing Industry Experience _____ years? ()	Yes / No
2	If Yes to Question “1”, what were your job role/ position?	
3	Do you have experience with a MIS System for the Printing Industry?	Yes / No
4	If Yes to Question “3”, which system?	

	General Questions	
1	Do you know what our company does?	Yes / No
2	Have you looked at our Web Site?	Yes / No
3	How interested are you in this position? (1 – 10) 10 being the highly interested	
4	Are you willing and or able to travel for work, if requested?	Yes / No
5	Ability to learn by reading? (1 – 10) 10 being the best	
6	Ability to learn by hands on training? (1 – 10) 10 being the best	
7	Knowledge retention? (1 – 10) 10 being the best	
8	Ability to multi task? (1 – 10) 10 being the best	
9	Do you consider yourself a team player?	Yes / No
10	Are you an organized person?	Yes / No
11	Are you comfortable talking with customers?	Yes / No
12	Do you consider yourself a proactive person?	Yes / No
13	Do you have special work schedule requirements?	Yes / No
14	Do you work well under pressure?	Yes / No