

Hartly Personnel Administrative Services, Inc.

Perm <input type="checkbox"/>	Temp <input type="checkbox"/>	Application # _____
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Last Name		First Name		Middle	Social Security #	Date
Address			Apt #		Position Desired	Salary Desired
City		State	Zip		Location Desired	Minimum Salary
Home Phone		Business Phone		Mobile Phone	E-Mail Address	
Emergency Information:						Days: ()
Name:		Relationship:			Phone #:	Evenings: ()

Please List Last Position First

Employment History

From	Employer & Address	Line of Business	Position Held & Duties	Start Salary	Reason for Leaving
/					
To		Supervisor		End Salary	
/		Phone			
/					
To		Supervisor		End Salary	
/		Phone			
/					
To		Supervisor		End Salary	
/		Phone			

Education	Name	Location	From/To	Major	Degree	GPA
High School						
College						
Other						

Please Check Your Office Skills

<input type="checkbox"/> Typing	WPM _____	<input type="checkbox"/> Payroll	
<input type="checkbox"/> Dictation Equipment	1. _____	<input type="checkbox"/> F/C Bookkeeping	1. _____
<input type="checkbox"/> Stenography	2. _____	<input type="checkbox"/> General Ledger	2. _____
<input type="checkbox"/> Speed Writing	3. _____	<input type="checkbox"/> A/R	
<input type="checkbox"/> Stat Typing	4. _____	<input type="checkbox"/> A/P	U.S. Citizen <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Medical Billing/Coding	5. _____	<input type="checkbox"/> Billing	If No, Legal Resident <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Medical Transcription	6. _____	<input type="checkbox"/> Credit/Collections	Drivers License <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Medical Assistant / RN		<input type="checkbox"/> Auditing	Use of Car <input type="checkbox"/> Y <input type="checkbox"/> N

How did you learn of our services?

Ad Which Ad? _____ Publication _____

Other Please Specify _____

FOR OFFICE USE ONLY:

Please Read and Sign

I hereby authorize Hartly Personnel Administrative Services, Inc. to verify any and all information and/or references entered on this application and to use or disclose such information to potential employers.

X