



**PRIORITY**  
TYPING, INC.

**AN EQUAL OPPORTUNITY EMPLOYER**

**STATE & FEDERAL LAW PROHIBITS  
DISCRIMINATION BASED ON AGE,  
SEX OR NATIONAL ORIGIN**

NAME: (LAST, FIRST, MIDDLE) \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_ TOTAL NO. OF INCOME TAX EXEMPTIONS \_\_\_\_\_

ADDRESS: STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ HOME TELEPHONE \_\_\_\_\_ ALT. TELEPHONE \_\_\_\_\_

CITY & STATE OF BIRTH \_\_\_\_\_ RIGHT TO WORK IN U.S. ALIEN REG. # \_\_\_\_\_ ALIEN REG. EXP. DATE \_\_\_\_\_ SMOKING ENVIRONMENT \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_  
 YES  NO

IN CASE OF EMERGENCY, NOTIFY - NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

WHAT POSITION ARE YOU APPLYING FOR? \_\_\_\_\_ DATE AVAILABLE TO WORK \_\_\_\_\_ MINIMUM RATE PER HOUR \$ \_\_\_\_\_ /HR. \_\_\_\_\_ HOW DID YOU HEAR OF US? \_\_\_\_\_

WHICH DAYS ARE YOU AVAILABLE TO WORK FULL TIME \_\_\_\_\_ CITIES AVAILABLE TO WORK IN \_\_\_\_\_

MON  TUE  WED  THU  FRI  SAT  SUN

1ST SHIFT  2ND SHIFT  3RD SHIFT

AVAILABLE TO WORK FROM: \_\_\_\_\_ A.M. TO \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. TO \_\_\_\_\_ P.M.

AVAILABLE LONG TERM ASSIGNMENT  
 WILL ACCEPT SAME DAY ASSIGNMENT  
 TEMP TO HIRE  
 CAR AVAILABLE?  YES  NO  
 RESUME ATTACHED?  YES  NO

**WORK SKILLS - CHECKS YOUR SKILLS AND KIND OF WORK YOU HAVE DONE.**

TEST RESULTS  
 WPM speed \_\_\_\_\_ errors \_\_\_\_\_ %  
 LTR ALPHA NUM 10 KEY  
 SOFTWARE PACKAGES: \_\_\_\_\_

TYPING - APPROX. SPEED \_\_\_\_\_ W.P.M.  
 Memory  Manual  Electric  Selectric  Stencils and Masters  
 Statistical Typing  Invoicing & Billing  Steno  Transcriber

DATA ENTRY: ALPHA  NUMERIC   
 RECEPTIONIST: # Of Incoming Lines \_\_\_\_\_ # Of Extensions \_\_\_\_\_  
 SOFTWARE PACKAGES: \_\_\_\_\_

BUSINESS MACHINES:  Adding Machines  Full  10 Key  Touch  Fax  Postage Meter  Calculators \_\_\_\_\_ Kinds \_\_\_\_\_  
 OTHER: \_\_\_\_\_

CLERICAL:  Filing  Alpha  Numeric  Coding  Posting  Other  Bulk Mail  Telemarketing  Customer Service  
 BOOKKEEPING:  Full Charge  Assistant  Accts. Pay.  Manual  Accts. Rec.  Computer  Bookkeeping /Machines  Collections  Payroll  Reconciliations  Taxes

COMPUTERS: Types Of Computers:  MAIN  MINI  MAC  PC  
 STENOGRAPHIC: Approx. Speed \_\_\_\_\_ W.P.M.  
 Legal Steno  Medical Steno  Transcribing Machines

FOREIGN LANGUAGES:  Speak  Read  Write

OTHER SPECIAL SKILLS & EXPERIENCES: \_\_\_\_\_

PREVIOUS EMPLOYMENT	NAME OF EMPLOYER	PHONE OR ADDRESS	SUPERVISOR	PAY P/HOUR	POSITION	REASON FOR LEAVING
FROM _____ TO _____						

EDUCATION NAME OF SCHOOL \_\_\_\_\_ DEGREE \_\_\_\_\_ GRADUATED? \_\_\_\_\_

HAVE YOU EVER WORKED FOR OR APPLIED WITH A TEMPORARY SERVICE?  YES  NO  
 IF YES, PLEASE LIST THE FIRMS AT WHICH YOU WORKED AS A TEMPORARY.  
 Firm Names & Addresses: \_\_\_\_\_

I hereby authorize you and all former employers, and others given by me as a reference, to answer all questions and to give all information in connection with this application or in any way concerning me. I agree, if employed by you, that if ever I make claims against you for personal injuries, upon your request I shall submit to drug screens and examinations by physicians of your selection. Your employment of me may be terminated by you at any time without any liability to me except for wages and salary as have been earned by me at the date of such termination. I understand that it is my responsibility to notify you of my availability on a weekly basis at a minimum, and if I do not, I will be considered unavailable for work.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

