

CAREER EMPLOYMENT SERVICE, INC.

Permanent and Temporary Staffing
 2350 Nowata Place • Bartlesville, OK 74006
 Phone 918-335-2300 FAX 918-335-2600
 jobs@careeremploymentservice.com

Please email this application and your resume to jobs@careeremploymentservice.com

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. You are not required to answer any of the following questions that you feel infringe on your privacy.

Name _____ Home Phone _____ Message Phone _____
 Address _____ City _____ State _____ Zip _____
 Email Address _____
 Minimum Salary you will accept _____

Occupation Desired: 1st Choice _____ Yrs. exp. _____
 2nd Choice _____ Yrs. exp. _____

Are you available to work: Full Time _____ Part Time _____ Shift Work _____ Temporary _____

Select highest level completed: High School 1 2 3 4 GED College 1 2 3 4 5 6+
 Name of High School _____ City _____ State _____
 Name of College _____ City _____ State _____
 Major _____ Minor _____ G.P.A. _____

Special Training (Describe) _____
 Business Training: Name of School _____ Course _____ Graduated _____

Date Available _____ May we call you at work? _____ Work Phone _____
 If now employed, why do you desire to change your position? _____

Skills: Check box to indicate training only or give length of work experience.

<input type="checkbox"/> Accounting	Software:	<input type="checkbox"/> Mailroom	<input type="checkbox"/> Retail
<input type="checkbox"/> Bookkeeping:	<input type="checkbox"/> MS Access	<input type="checkbox"/> Switchboard	<input type="checkbox"/> Sales
<input type="checkbox"/> Full Charge	<input type="checkbox"/> MS Excel	<input type="checkbox"/> Multi-Line Phones	<input type="checkbox"/> Stocking
<input type="checkbox"/> Assistant	<input type="checkbox"/> MS Outlook	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Inventory
<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> MS PowerPoint	Call Center:	<input type="checkbox"/> Engineering
<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> MS Publisher	<input type="checkbox"/> Helpdesk	Type
<input type="checkbox"/> Bank Reconciliation	<input type="checkbox"/> MS Word	<input type="checkbox"/> Inbound	<input type="checkbox"/> Drafting
<input type="checkbox"/> Payroll	<input type="checkbox"/> Lotus 1-2-3	<input type="checkbox"/> Outbound	<input type="checkbox"/> CAD/Version
<input type="checkbox"/> Banking:	<input type="checkbox"/> Adobe PageMaker	<input type="checkbox"/> Receptionist	<input type="checkbox"/> Sheet Metal
<input type="checkbox"/> Teller	<input type="checkbox"/> Adobe Photoshop	<input type="checkbox"/> Typing/Speed	<input type="checkbox"/> Machinist
<input type="checkbox"/> Lender	<input type="checkbox"/> Adobe InDesign	<input type="checkbox"/> Statistical Typing	<input type="checkbox"/> Engine Lathe
<input type="checkbox"/> New Accounts	<input type="checkbox"/> Harvard Graphics	<input type="checkbox"/> Transcription	<input type="checkbox"/> Turret Lathe
<input type="checkbox"/> Cashier	<input type="checkbox"/> Peachtree	<input type="checkbox"/> Legal	<input type="checkbox"/> CNC Lathe
<input type="checkbox"/> Credit	<input type="checkbox"/> QuickBooks	Medical:	<input type="checkbox"/> Forklift
<input type="checkbox"/> Collections	<input type="checkbox"/> SAP	<input type="checkbox"/> X-Ray	<input type="checkbox"/> CDL
<input type="checkbox"/> Calculator by touch	Operating System:	<input type="checkbox"/> Medical Assistant	<input type="checkbox"/> Welding
<input type="checkbox"/> Data Entry	<input type="checkbox"/> MS Windows	<input type="checkbox"/> Coding	<input type="checkbox"/> Manufacturing
Other:	<input type="checkbox"/> MS Vista	<input type="checkbox"/> Certifications	<input type="checkbox"/> Electrical
Computer:	<input type="checkbox"/> Macintosh		<input type="checkbox"/> Electronics
<input type="checkbox"/> IBM, Dell, etc.	<input type="checkbox"/> Oracle	Insurance:	<input type="checkbox"/> Janitorial
<input type="checkbox"/> Macintosh	<input type="checkbox"/> Linux	<input type="checkbox"/> Medical	<input type="checkbox"/> Landscape
Certifications, languages other:	<input type="checkbox"/> Unix	<input type="checkbox"/> Property & Casualty	<input type="checkbox"/> Construction
	Other:	<input type="checkbox"/> Policy Writing	<input type="checkbox"/> Plumbing
		Other:	<input type="checkbox"/> Heat & Air
			Licenses & Other:

EMPLOYMENT EXPERIENCE:

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
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Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Were you ever discharged from a position? Explain _____

Where did you hear of our service? _____

Are you a veteran of the U.S. Armed Forces _____ What branch? _____ Length of Service _____ Date of Discharge _____

Have you ever been convicted of a felony? _____

Give three references other than Relatives:

	Name	Address	Phone
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____

I certify that the information contained in this application is correct to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification from further consideration or for dismissal from employment in accordance with company policy. I acknowledge that consideration for employment is contingent on the results of reference and background checks. Therefore, I hereby authorize the company to (1) investigate the truthfulness of all statements made on this application, (2) contact my former employers and other listed references or any other person who can verify information, and (3) discuss the results of any investigation with other employees of the company involved in the hiring process. In addition, I give my consent for all contacted persons including former employers to provide information concerning this application, and I release each such person from liability for providing information to the company.

Print form and sign here _____ Date _____

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