

# REARDON ASSOCIATES

4/01

Social Security # \_\_\_\_\_

\_\_\_\_\_

Last Name                      First                      Middle

\_\_\_\_\_

Street \_\_\_\_\_

\_\_\_\_\_

City                                      State                                      Zip

Home Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Application Date: \_\_\_\_\_

Availability Date: \_\_\_\_\_

Availability \_\_\_\_\_ Temp \_\_\_\_\_ Perm \_\_\_\_\_

Hours: \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Job/Co Preferences: \_\_\_\_\_

Desired Salary: \_\_\_\_\_

Other Agencies: \_\_\_\_\_

How did you hear of us: \_\_\_\_\_

Locations Preferred: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

OFFICIAL USE ONLY

OFFICE # \_\_\_\_\_

COUNS \_\_\_\_\_

AJP \_\_\_\_\_

W-4 Status \_\_\_\_\_

I-9 Completed? \_\_\_\_\_

Coded Title \_\_\_\_\_

Test Scores \_\_\_\_\_

## PLEASE CHECK THOSE SKILLS WITH WHICH YOU HAVE EXPERIENCE

### APPLICATIONS

Please check those that apply and note version # to the right. 4<sup>th</sup> Shift \_\_\_\_\_

- ACT \_\_\_\_\_
- ADP \_\_\_\_\_
- Adobe \_\_\_\_\_
- Approach/Windows \_\_\_\_\_
- ASKMANMAN \_\_\_\_\_
- Ceridian \_\_\_\_\_
- DRP \_\_\_\_\_
- Excel \_\_\_\_\_
- Filemaker \_\_\_\_\_
- Fox Pro \_\_\_\_\_
- Framemaker \_\_\_\_\_
- Great Plains \_\_\_\_\_
- Harvard Graphics \_\_\_\_\_
- HRIS \_\_\_\_\_
- Hyperian \_\_\_\_\_
- Internet \_\_\_\_\_
- JD Edwards \_\_\_\_\_
- Lotus \_\_\_\_\_
- Lotus Notes \_\_\_\_\_
- Lotus Organizer \_\_\_\_\_
- Lotus Smart Suite \_\_\_\_\_
- MAS 90 \_\_\_\_\_
- MRP \_\_\_\_\_
- MS Access \_\_\_\_\_

- MS Office \_\_\_\_\_
- MS Outlook \_\_\_\_\_
- MS Project \_\_\_\_\_
- MS Publisher \_\_\_\_\_
- MS Word \_\_\_\_\_
- One Write \_\_\_\_\_
- Oracle \_\_\_\_\_
- PageMaker \_\_\_\_\_
- Palm Pilot \_\_\_\_\_
- Paradox \_\_\_\_\_
- Peachtree \_\_\_\_\_
- Peoplesoft \_\_\_\_\_
- Powerpoint \_\_\_\_\_
- Quattro Pro \_\_\_\_\_
- Quark \_\_\_\_\_
- Quicken \_\_\_\_\_
- Quick Books Pro \_\_\_\_\_
- Real World \_\_\_\_\_
- SAP \_\_\_\_\_
- Word for Windows \_\_\_\_\_
- Word Perfect \_\_\_\_\_

### CERTIFICATIONS

- A+ \_\_\_\_\_
- APICS \_\_\_\_\_
- CCNA \_\_\_\_\_
- CAN \_\_\_\_\_
- CPIM \_\_\_\_\_

- MCSE \_\_\_\_\_
- MCP \_\_\_\_\_
- OPERATING SYSTEMS**
- IBM \_\_\_\_\_
- LINUX \_\_\_\_\_
- MAC \_\_\_\_\_
- NT \_\_\_\_\_
- SUN \_\_\_\_\_
- Windows \_\_\_\_\_
- Windows 95 \_\_\_\_\_
- Windows 98 \_\_\_\_\_
- Windows 2000 \_\_\_\_\_
- UNIX \_\_\_\_\_

### GENERAL OFFICE

- Data Entry \_\_\_\_\_
- Alpha \_\_\_\_\_
- Numeric \_\_\_\_\_
- Customer Service \_\_\_\_\_
- Dictaphone \_\_\_\_\_
- Filing \_\_\_\_\_
- Mail Room \_\_\_\_\_
- Medical Terms \_\_\_\_\_
- Medical Transcription \_\_\_\_\_
- Proofreading \_\_\_\_\_
- Reception \_\_\_\_\_
- # of Lines \_\_\_\_\_

- # of Extensions \_\_\_\_\_
- Shorthand \_\_\_\_\_
- Switchboard \_\_\_\_\_
- Telemarketing \_\_\_\_\_
- Typing – WPM \_\_\_\_\_

### ACCOUNTING

- A/P \_\_\_\_\_
- A/R \_\_\_\_\_
- Bank Reconciliations \_\_\_\_\_
- 3rd Party Billing \_\_\_\_\_
- Billing \_\_\_\_\_
- Budgets \_\_\_\_\_
- Consolidations \_\_\_\_\_
- Credit/Collections \_\_\_\_\_
- FC Bookkeeper \_\_\_\_\_
- General Ledger \_\_\_\_\_
- Ins. Claims (Health) \_\_\_\_\_
- Inventory/Costs \_\_\_\_\_
- Journal Entries \_\_\_\_\_
- Payroll \_\_\_\_\_
- Taxes \_\_\_\_\_
- Trial Balance \_\_\_\_\_

### ENVIRONMENTS

- Acct./Finance \_\_\_\_\_
- Computer \_\_\_\_\_
- Engineering \_\_\_\_\_

- High Tech \_\_\_\_\_
- Human Resources \_\_\_\_\_
- Insurance \_\_\_\_\_
- International \_\_\_\_\_
- Legal \_\_\_\_\_
- Manufacturing \_\_\_\_\_
- Medical \_\_\_\_\_
- Operations \_\_\_\_\_
- Property Mgmt \_\_\_\_\_
- Purchasing \_\_\_\_\_
- Retail \_\_\_\_\_
- Sales/Marketing \_\_\_\_\_

### MANUFACTURING

- Forklift \_\_\_\_\_
- Shipping / Receiving \_\_\_\_\_
- Soldering \_\_\_\_\_
- Stockroom \_\_\_\_\_
- Warehouse \_\_\_\_\_
- PCB'S \_\_\_\_\_
- Testing \_\_\_\_\_
- Electromechanical \_\_\_\_\_
- assembly \_\_\_\_\_
- Mechanical assembly \_\_\_\_\_
- Machine operator \_\_\_\_\_

