

Please check any of the following that you have experience and/or job knowledge.

- Admin Assistant
- Dictaphone/Transcription
- Entry Level Secretary
- Executive Secretary
- General Secretary
- Legal Secretary

- Data Entry/Alpha
- Data Entry/Numeric
- Ten Key
- Types 0-9
- Types 10-19
- Types 20-29
- Types 30-39
- Types 40-49
- Types 50-59
- Types 60-69
- Types 70+

- Receptionist
- Switchboard
- Collate
- Fax Machine
- File Clerk
- Scanner
- General Office Work
- Mail Clerk
- Microfiche or Microfilm

- Non-Profit
- Sales

- Lotus 123 (DOS)
- Lotus 123 (Computerized)
- Macintosh
- MS Access - Database
- MS Excel
- MS PowerPoint
- MS Word
- PC Literate
- WordPerfect (DOS)
- WordPerfect (Windows)
- Graphics/Design
- AutoCAD

- Computerized Accounting
- QuickBooks
- Quicken
- Peachtree
- Great Plains

Accounting Softwares (Please List)

Other Software Packages
(Please List)

- Accountant/Degreed
- Accounting Clerk
- Accounts Payable
- Accounts Receivable
- Billing
- Bookkeeper
- Collector/Collections
- Full Charge Bookkeepers
- General Accountant
- General Ledger
- Payroll/Computerized
- Payroll/Manual
- Purchasing Clerk
- Quarterly Taxes
- State/FICA Tax Prep

- Bank Reconciliations
- Banking
- Investments
- Loan Processing
- Mortgage

- HR Benefits
- HR Clerks
- HR/Personnel Assistant
- HR Manager
- HR Recruiter

- Auto Insurance
- Claims Processing
- Commercial Insurance
- Health Insurance
- Insurance Clerk
- Other Insurance
- Residential Insurance
- Underwriter

- Medical Billing Clerk
- Medical Admin/Mgr
- Medical Assistant
- Medical Insurance
- Medical Recuperations
- Medical Secretary
- Medical Transcriptionist

- Auto Dealerships
- Bilingual
- Computer Technician
- Customer Service
- Graphic Artist
- Marketing/Public Relations
- Office Manager
- Real Estate
- Technical Writer
- Hardware Engineer
- Software Engineer
- Network Engineer

AGREEMENT AND DISCLOSURE STATEMENT

I understand that I am an employee at will. As an employee of Advantage Employment, Inc. I acknowledge that my application is for temporary or trial to hire positions which may or may not be either continuous nor for a time certain. Advantage Employment, Inc. may terminate my employment if I have made any false statements on this application, a resume, or time sheet and also, at its sole discretion and without cause stated, written, or implied. I understand that it is my responsibility to return a completed time sheet, signed by me and the client and that I cannot be paid without doing so. I acknowledge that failure to comply with Advantage Employment's policies and procedures could result in termination and loss of unemployment benefits. I authorize you to check my past employment references and, if necessary, obtain an investigative report that may include a background check and drug test. I understand that the client may require random drug testing. I know that this report may include personal information related to my financial history and obligations as well as my character, honesty, and ethics

Signed _____

Date _____