



**An Equal Opportunity Employment Agency**

**TODAY'S DATE**

**Expert Staffing Solutions**

**Fill in applicable information**

Revised 8-22-2019

Name		Former Name		Phone (H)		(C)	
Street Address		City		State		Zip	
Position desired		2ndChoice		E-Mail Address:			
Salary Expectations		What transportation do you use?		Location preferred:			
Name of High School:		City		State		Diploma	G.P.A.
Name of College Attended:		Yrs Completed		Major	Minor	Degree	G.P.A.
Other Education:		Yrs Completed		Courses?	G.P.A.	Degree?	
Foreign Languages: Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>		Current Typing Speed:		Circle to indicate experience			
LIST ALL SOFTWARE EXPERIENCE:		Payroll	Billing	Bkpping	D/E		
		AR	AP	Switchbrd	Filing		
		Dictaphone		10 key adding			

<b>CHECK ALL AREAS OF LEGAL EXPERIENCE</b>	Trademark Prosecution	Trademark Litigation	Real Estate	Trust/Estate	Construction	Bankruptcy Chap. 7/13	W.C.	Toxic Tort	Criminal	Equipment leasing
	I.P. Prosec.	I.P. Lit.	Tax	Contract	Collections	Litigation	Family	Ins. Def.	Plaintiff P. I.	Prepared Pleadings
	Docketing	Immigration	Labor	Securities	Corporate	Bankruptcy Chap. 11	Civil	Federal	State	Medical Malpractice

<b>LIST WORK EXPERIENCE</b>	Firm Name		Job Title	
	Address, City, State		List Duties:	
Time employed __ Yrs __ Mos. From _____ To _____	Company Phone#			
	Firm's Business	No. of Office Employees:		

Reason for leaving this job:	Name of Supervisor:		
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Previous Position Time employed __ Yrs. __ Mos.  From _____  To _____	Firm Name		Job Title:	
	Address, City, State		Name of Supervisor:	
	Company Phone#		List Duties:	
	Firm's Business	No. of Office Employees		
Reason for leaving this job:				

Previous position __ Yrs. __ Mos.	Firm Name		Address, City, State		Job Title & Duties	
Reason for leaving this job:			How did you hear of Avanti Staffing, Inc. or who referred you?			

<p><b>FOR OFFICE USE LEAVE BLANK</b></p> <p>T            L                            S</p> <p>M            W                            E</p> <p>PP            A                            WP</p>	<p>I hereby attest to Avanti Staffing, Inc. and any and all clients or anyone else relying on such information, that the information supplied by me on this application is truthful to the best of my knowledge. I agree that any false statements on this application or in a personal interview shall be sufficient cause for rejection or dismissal.</p> <p><b>(Sign your signature)</b></p> <p>X _____</p>	<p>May we contact your current employer?</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
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I hereby authorize Avanti Staffing, Inc. to investigate my past education and employment activities and release from all liability any and all persons requesting and supplying such information.  
(Signature of Applicant)

X \_\_\_\_\_

**Please list three former supervisors as employment references in the spaces provided below.**

**REFERENCE:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Co. Employed \_\_\_\_\_  
Position \_\_\_\_\_  
Yrs. Known \_\_\_\_\_

**REFERENCE:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Co. Employed \_\_\_\_\_  
Position \_\_\_\_\_  
Yrs. Known \_\_\_\_\_

**REFERENCE:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Company where employed \_\_\_\_\_  
Position \_\_\_\_\_  
Yrs. Known \_\_\_\_\_

**Please list two personal references in the space provided below.**

**PERSONAL REFERENCE:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Yrs. Known \_\_\_\_\_

**PERSONAL REFERENCE:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Yrs. Known \_\_\_\_\_