



**An Equal Opportunity Employment Agency**

**TODAY'S DATE**

**Expert Staffing Solutions**

**Fill in applicable information**

Name		Former Name		Phone (H)		(C)	
Street Address		City		State		Zip	
Position desired		2ndChoice		E-Mail Address:			
Salary Expectations Desired	Least Accepted	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			
				Payroll	Billing	Bkpping	D/E
				AR	AP	Switchbrd	Filing
<b>LIST ALL SOFTWARE EXPERIENCE:</b>				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									
Time employed ___ Yrs ___ Mos. From ___ To ___	Company Phone#					List Duties:				
	Firm's Business			No. of Office Employees						
	Reason for leaving this job:			Name of Supervisor:						

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?					

<b>FOR OFFICE USE LEAVE BLANK</b> T            L            S M            W            E PP          A            WP	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. <b>(Sign your signature)</b> X _____	May we contact your current employer? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
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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 \_\_\_\_\_