



**3708 Cheek Sparger Blvd. Suite 100
Bedford, TX 76021**

APPLICANT INFORMATION

Last Name				First			M.I.	Date		
Street Address							Apartment/Unit #			
City				State			ZIP			
Phone				E-mail Address						
Date Available				Social Security No.				Desired Salary		
Position Applied for										
Are you a citizen of the United States?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Have you ever worked for this company?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If so, when?					
Have you ever been convicted of a felony?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If yes, explain					

EDUCATION

High School				Address						
From		To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree	
College				Address						
From		To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree	
Other				Address						
From		To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree	

REFERENCES

Please list three professional references.

Full Name				Relationship						
Company				Phone						
Address										
Full Name				Relationship						
Company				Phone						
Address										
Full Name				Relationship						
Company				Phone						
Address										

PREVIOUS EMPLOYMENT



Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date



Receptionist/Personal Assistant Questionnaire

Please give a little explanation to each answer that pertains to you.

1. Are you looking for full time or part time position?
2. Are you available mornings, evenings and/or weekends? Please be specific on your availability if you have other commitments.
3. Have you worked in retail sales? If so, did you have retail goals?
4. Have you worked in some form of customer service?
5. Have you worked with (or familiar with) computers, social media, marketing or web design? Please explain if you have.
6. Do you have a creative side to you?
7. Do you own a car or have a dependable ride to work?
8. Have you worked with inventory and ordering?
9. Do you mind running small errands?
10. How are your organizational skills?
11. What is your desired pay?



**How would you rate yourself in these areas. Rate 1-5
1- hardly at all, 2-somewhat/ a little, 3-half the time, 4-often/ mostly, 5-all the time/definitely**

1. Prompt/ on time to work
2. High energy
3. Positive attitude
4. Procrastinator
5. Like to find things to keep busy
6. I follow through on completing tasks
7. Dependable
8. Honest
9. Get along with others/ all types of personalities
10. Important to be right
11. I except constructive criticism well
12. It's important to do every job to the best of my ability
13. It's important to show up to work with hair fixed (& makeup on for ladies)
14. I dress professionally for work
15. I love to talk
16. I am outgoing
17. I like everything clean and neat
18. I like learning new things
19. Patient person
20. Determined person

