

3708 Cheek Sparger Blvd. Suite 100 Bedford, TX 76021

<table-container>Index<th< th=""><th>APPLIC</th><th>ANT I</th><th>NFORM</th><th>1ATION</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></th<></table-container>	APPLIC	ANT I	NFORM	1ATION														
RineZIPZIPPhoneImage: SolarZIPPhoneImage: SolarImage: SolarImage: SolarPostion Applied forImage: SolarImage: SolarImage: SolarAre you a citizer of the United States?YESNOIf no, are you authorized to write in the U.S.?YESNOHave you ever were for this compary?YESNOIf no, are you authorized to write in the U.S.?YESNONOHave you ever were for this compary?YESNOIf no, are you authorized to write in the U.S.?YESNONOHave you ever were for this compary?YESNOIf no, are you authorized to write in the U.S.?YESNONOHave you ever were for this compary?YESNOIf no, are you authorized to write in the U.S.?YESNONOHave you ever were for this comparyYESNOIf no, are you authorized to write in the U.S.?YESNONOHave you ever were for this comparyYESNOIf no, are you authorized to write in the U.S.?YESNONOHave you ever were for this comparyYESNOIf no, are you authorized to write in the U.S.?YESNOYesHave you ever were for the comparyToDid you graduate?YESNOIf no, are you authorized to write in the U.S.?YesCollegeToToDid you graduate?YESNOIf are you authorized to write in the U.S.?YesYesHave you ever were for the comparyToDid you gr	Last Name							First					M.I.		Date			
Phone E-mail Address Desired Salary E-mail Address Date Available Social Security No. E-mail Address Desired Salary Image: Social Security No. No : Social Security No. No : <	Street Address									Apartn	.partment/Unit #							
Position Applied For Desired Salary Desired Salary Are you a citizen of the Vited States 7 YES NO If no, are you authorized work in the U.S.? YES NO Have you ever worker to this of the out you goe on the vited States 7 YES NO If no, are you authorized work in the U.S.? YES NO Have you ever worker to the source on the Use 7 YES NO If no, are you authorized work in the U.S.? YES NO Have you ever worker to the source on the Use 7 YES NO If no, are you ever worker to the U.S.? YES NO Have you ever worker to the Use 7 YES NO If registrational for the point of the point o	City						State					ZIP						
Position Applied for Provi a citizen or the United States > YES NO If no, are you authorized to work in the U.S.? YES NO Have you ever been or the United States > YES NO If no, are you authorized to work in the U.S.? YES NO Have you ever been or the United States > YES NO If no, are you authorized to work in the U.S.? YES NO Have you ever been or the United States > YES NO If yes, explain Image: State S	Phone						E-mail Address											
Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO Have you ever worked for this company YES NO If so, when? Have you ever worked for this company YES NO If so, when? Have you ever worked for this company YES NO If yes, when? Have you ever worked for this company YES NO If yes, when? Have you ever worked for this company YES NO If yes, when? Have you ever worked for this company YES Address From To Did you graduate? YES NO Degree College To Did you graduate? YES NO Degree College To Did you graduate? YES NO Degree Relationary To Did you graduate? YES NO Degree <	Date Avai	lable	So				Social Security N		D		Des	ired Salary						
Have you ever worked for this company YES NO If so, when? Have you ever worked for this company YES NO If so, when? Have you ever worked for this company YES NO If yes, when? Have you ever worked for this company YES NO If yes, when? Have you ever worked for this company YES NO If yes, when? Have you ever worked for this company Image: Solution of this company NO If yes, when? Have you ever worked for this company Image: Solution of this company NO Image: Solution of this company Have you ever worked for this company Image: Solution of this company NO Image: Solution of this company Have you ever worked for this company Image: Solution of this company Image: Solution of this company Have you ever worked for this company Image: Solution of this company Image: Solution of this company Full Name Image: Solution of this company Image: Solution of this company Full Name Image: Solution of this company Image: Solution of this company Full Name Image: Solution of this company Image: Solution of this company Full Name Image: Solution of this company Image: Solution of this company Full Name Image: Solution of this company Image: Solution of this company Full Name Image: Solution of this company Image: Solution of this company Full Name Image: Solution of this company Image: Solution of this company Full	Position A	pplied	for															
Have you ver	Are you a citizen of the United States? YES					N	0	If no, a	If no, are you authorized to work in the U.S.? YES $\hfill\square$					ES 🗌	NO 🗌			
FOUCATION Image: Second s	Have you	ever w	orked fo	r this comp	any?	YES 🗌	N	0	If so, when?									
High SchoolImage: Second SchoolImage: Second SchoolAddressNd SchoolDegreeFromImage: SchoolToDid you graduate?YESNO DegreeDegreeGromeImage: SchoolToDid you graduate?YESNO DegreeDegreeGromeImage: SchoolToDid you graduate?YESNO DegreeDegreeGromeImage: SchoolDid you graduate?YESNO DegreeDegreeFromImage: SchoolDid you graduate?YESNO DegreeDegreeFor SchoolSchoolDid you graduate?YESNO DegreePolonFull NameImage: SchoolSchoolPhoneImage: SchoolFull NameImage: SchoolSchoolPhoneImage: SchoolFull NameImage: SchoolSchoolPhoneImage: SchoolFull NameImage: SchoolSchoolPhoneImage: SchoolFull NameImage: SchoolSchoolPhoneImage: Sch	Have you	ever be	een conv	icted of a f	elony?	YES 🗌	N	0	If yes, explain									
High SchoolImage: Second SchoolImage: Second SchoolAddressNd SchoolDegreeFromImage: SchoolToDid you graduate?YESNO DegreeDegreeGromeImage: SchoolToDid you graduate?YESNO DegreeDegreeGromeImage: SchoolToDid you graduate?YESNO DegreeDegreeGromeImage: SchoolDid you graduate?YESNO DegreeDegreeFromImage: SchoolDid you graduate?YESNO DegreeDegreeFor SchoolSchoolDid you graduate?YESNO DegreePolonFull NameImage: SchoolSchoolPhoneImage: SchoolFull NameImage: SchoolSchoolPhoneImage: SchoolFull NameImage: SchoolSchoolPhoneImage: SchoolFull NameImage: SchoolSchoolPhoneImage: SchoolFull NameImage: SchoolSchoolPhoneImage: Sch																		
FromImage: Second	EDUCAT	TION					1		1									
CollegeImage: Second seco	High Scho	lool					Address				1							
From To Did you graduate? YES NO Degree Other Other To To Did you graduate? YES NO Degree From To To Did you graduate? YES NO Degree From To To Did you graduate? YES NO Degree From To To Did you graduate? YES NO Degree From of the point of the poin	From		To Did you gr		raduate?	Y	ES 🗌	NO 🗌		Deg	ree							
OtherAddressAddressAddressFromToDid you graduate?YESNODegreeREFERENCEREFERENCECompany $\begin{bmatrix} U = U = U = U = U = U = U = U = U = U $	College							Address			I							
FromToDid you graduate?YESNODerwREFERE-UVIVINODerwCompanyCompanyVIVIVIVIVIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	From		To Did you gr		raduate?	aduate? YE		NO 🗌		Deg	ree							
REFERENCES Please list three professional references. Full Name Relationsing Company Phone Address Relationsing Full Name Relationsing Full Name Phone Full Name Relationsing Full Name Relationsing Full Name Relationsing Full Name Relationsing Company Relationsing Address Phone Full Name Phone Company Phone Address Phone Full Name Phone Company Phone Full Name Phone Full Name Phone Full Name Phone Full Name Phone Company Phone Full Name Phone Full Name Phone	Other	ner				A	ddress											
Please list three professional references. Full Name Relationary Company Phone Address Relationary Full Name Relationary Company Phone Address Relationary Full Name Relationary Full Name Relationary Full Name Relationary Company Relationary Full Name Phone	From		To Did you graduate?		Y	ES 🗌	NO 🗌 Degree											
Please list three professional references. Full Name Relationary Company Phone Address Relationary Full Name Relationary Company Phone Address Relationary Full Name Relationary Full Name Relationary Full Name Relationary Company Relationary Full Name Phone																		
Full NameRelationRelationCompanyPhoneAddressRelationFull NameRelationCompanyPhoneAddressPhoneFull NameRelationFull NamePhoneFull NamePhoneFull NamePhoneFull NamePhoneFull NamePhoneFull NamePhoneFull NamePhoneFull NamePhoneFull NamePhone	REFERE	NCES																
Company Phone Address Phone Full Name Relation: Company Phone Address Phone Full Name Relation: Full Name Relation: Full Name Relation: Full Name Phone	Please list	t three ,	professio	onal referen	ices.				1									
AddressRelationFull NameRelationCompanyPhoneAddressPhoneFull NameRelationFull NamePhoneCompanyPhone	Full Name					Rel	ations	ship										
Full Name Relation Full Name Relation Company Phone Address Relation Full Name Relation Company Phone	Company										one							
Company Phone Address Full Name Company Phone	Address																	
Address Relation Phone Company Full Name Phone	Full Name								Relationship									
Full Name Relations Company Phone	Company										one							
Company Phone	Address																	
	Full Name									Rel	ations	ship						
Address	Company									Pho	one							



Company		Phone						
Address		Supervisor						
Job Title		\$	Ending Salary \$					
Responsibilities								
From To	Reason for Leaving							
May we contact your previous supervisor for a reference? YES NO								
Company		Phone						
Address		Supervisor						
Job Title		\$	Ending Salary	\$				
Responsibilities								
From To Reason for Leaving								
May we contact your previous supervisor for a reference? YES NO								
Company		Phone						
Address		Supervisor						
Job Title		\$	\$					
Responsibilities								
From To	om To Reason for Leaving							
May we contact your previous supervisor for a reference? YES NO								

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



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

