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[www.goldenpacificsystems.com](http://www.goldenpacificsystems.com)

Instructions: Answer all questions. Sign and date the form.

**PERSONAL INFORMATION:**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

Have you been convicted of or pleaded no contest to a felony within the last five years? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**AVAILABILITY:**

Days/Hours Available (Between 8 AM and 5 PM)

Monday  Hours \_\_\_\_ to \_\_\_\_

Tuesday  Hours \_\_\_\_ to \_\_\_\_

Wednesday  Hours \_\_\_\_ to \_\_\_\_

Thursday  Hours \_\_\_\_ to \_\_\_\_

Friday  Hours \_\_\_\_ to \_\_\_\_

What date are you available to start work? \_\_\_\_\_

Salary Requirement: (Negotiable) \_\_\_\_\_

**EDUCATION:**

Name Of School - Degree/Diploma - Graduation Date

\_\_\_\_\_

**SKILLS:**

I am proficient in the following

Microsoft Excel  Microsoft Word  Alpha and Numeric Filing  Multi Line Phones

Use of Office Machines (copier/fax)  Ability to Multi-Task  Follow Directions

Other Skills and Qualifications: Licenses, Training, Awards

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY:**

Present Or Last Position:

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_ Salary: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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**Previous Position:**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_ Salary: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**May We Contact Your Present Employer?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**References:**

Name/Title Address Phone

\_\_\_\_\_  
\_\_\_\_\_

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_