

A²Z Personnel, Hamilton, Inc.

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 a2z1@cybernet1.com

115 3rd Street, Suite 106 • Stevensville, MT 59870
 (406) 777-1662 • (406) 777-1664 Fax
 a2z@cybernet1.com

www.a2zpersonnel.net

NAME: _____

PHONE NUMBER: _____ ALT. PHONE NUMBER: _____

ADDRESS: _____ E-MAIL: _____

CITY: _____ STATE: _____ ZIP: _____

SOCIAL SECURITY #: _____

ARE YOU 18 OR OLDER : ____ Yes ____ No IF NO, when will you become 18 _____

TODAY'S DATE ____/____/____

Position Desired:

1) _____

2) _____

3) _____

Salary/Wage Desired \$ _____

Full Time _____

Part Time _____

Temporary _____

Student _____

Are you employed now: ____ Yes ____ No

Are you willing to accept evening, graveyard and/or weekend work?

____ Yes ____ No

| EDUCATION | Name and Location | Circle Year Completed | Degree/Certificate Received |
|-----------------|-------------------|-----------------------|-----------------------------|
| High School | | 1 2 3 4 | |
| College | | 1 2 3 4 5 6 7 | |
| Other Education | | 1 2 3 4 | |

EXPERIENCE

| DATES | EMPLOYER (Most Recent Position First) | SPECIFIC RESPONSIBILITIES | Reason for leaving: |
|--|---------------------------------------|---------------------------|---------------------|
| FROM | 1. | | |
| (MO/YR) | CITY STATE | | Supervisor: |
| TO | YOUR TITLE | | Income: \$ |
| (MO/YR) | | | |
| Can reference be checked? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Name Phone # () | | | |

| DATES | EMPLOYER | SPECIFIC RESPONSIBILITIES | Reason for leaving: |
|--|------------|---------------------------|---------------------|
| FROM | 2. | | |
| (MO/YR) | CITY STATE | | Supervisor: |
| TO | YOUR TITLE | | Income: \$ |
| (MO/YR) | | | |
| Can reference be checked? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Name Phone # () | | | |

| DATES | EMPLOYER | SPECIFIC RESPONSIBILITIES | Reason for leaving: |
|--|------------|---------------------------|---------------------|
| FROM | 3. | | |
| (MO/YR) | CITY STATE | | Supervisor: |
| TO | YOUR TITLE | | Income: \$ |
| (MO/YR) | | | |
| Can reference be checked? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Name Phone # () | | | |

| DATES | EMPLOYER | SPECIFIC RESPONSIBILITIES | Reason for leaving: |
|--|------------|---------------------------|---------------------|
| FROM | 4. | | |
| (MO/YR) | CITY STATE | | Supervisor: |
| TO | YOUR TITLE | | Income: \$ |
| (MO/YR) | | | |
| Can reference be checked? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Name Phone # () | | | |

PERSONAL INFORMATION:
(Use of this information will not affect employment)

Have you ever been convicted of a felony:
 ____ Yes ____ No

If yes, what was the nature of the felony: _____

Probation: ____ Yes ____ No

Parole: ____ Yes ____ No

Any Restrictions: ____ Yes ____ No

Driver's License ____ Yes ____ No State: _____

Driver's License #: _____

Class: _____

CDL: ____ Yes ____ No

Driving record for last 3 years:

Tickets: _____

Accidents: _____

**PLEASE MARK SKILLS YOU HAVE ACQUIRED AND HOW LONG USED.
PLEASE FEEL FREE TO WRITE IN ANY OTHER SKILLS NOT LISTED**

| COMPUTERS | YEARS | ACCOUNTING | YEARS | WAREHOUSE | YEARS | CONSTRUCTION-Cont'd | YEARS |
|--|--------------|--|--------------|--|--------------|---|--------------|
| <input type="checkbox"/> IBM | _____ | <input type="checkbox"/> CPA | _____ | <input type="checkbox"/> Ship/Receiving | _____ | <input type="checkbox"/> Painting-Ext. | _____ |
| <input type="checkbox"/> Macintosh | _____ | <input type="checkbox"/> Degreed Acct. | _____ | <input type="checkbox"/> Inventory | _____ | <input type="checkbox"/> Painting-Int. | _____ |
| <input type="checkbox"/> Programming | _____ | <input type="checkbox"/> Asst. Bookkeeper | _____ | <input type="checkbox"/> Assembly | _____ | <input type="checkbox"/> Insulation | _____ |
| <input type="checkbox"/> Networking | _____ | <input type="checkbox"/> A/P _____ A/R _____ | _____ | <input type="checkbox"/> Supervisor | _____ | <input type="checkbox"/> Drywall | _____ |
| <input type="checkbox"/> IT Tech | _____ | <input type="checkbox"/> Payroll | _____ | <input type="checkbox"/> Haz Mat | _____ | <input type="checkbox"/> Sawmill | _____ |
| <input type="checkbox"/> Scanning | _____ | <input type="checkbox"/> Payroll Taxes | _____ | <input type="checkbox"/> Furniture Mover | _____ | <input type="checkbox"/> Log Peeler | _____ |
| <input type="checkbox"/> _____ | _____ | <input type="checkbox"/> Quarterly Reports | _____ | | | | |
| <input type="checkbox"/> _____ | _____ | <input type="checkbox"/> Financials | _____ | LANDSCAPE/LAWN | | MECHANICAL | |
| SOFTWARE | | <input type="checkbox"/> Trial Balance | _____ | <input type="checkbox"/> Nursery Worker | _____ | <input type="checkbox"/> ASE Certified | _____ |
| <input type="checkbox"/> MS Word | _____ | <input type="checkbox"/> P&L Statements | _____ | <input type="checkbox"/> Gardener | _____ | <input type="checkbox"/> Auto Mechanic | _____ |
| <input type="checkbox"/> MS Word 2007 | _____ | <input type="checkbox"/> Tax Forms | _____ | <input type="checkbox"/> Laborer | _____ | <input type="checkbox"/> Diesel Mechanic | _____ |
| <input type="checkbox"/> MS Access | _____ | <input type="checkbox"/> Deposits | _____ | <input type="checkbox"/> Sprinkler Install | _____ | <input type="checkbox"/> Mechanic Helper | _____ |
| <input type="checkbox"/> MS Excel | _____ | <input type="checkbox"/> Credit/Collection | _____ | <input type="checkbox"/> Lawn Crew | _____ | <input type="checkbox"/> Lube/Oil Tech | _____ |
| <input type="checkbox"/> MS Outlook | _____ | | | <input type="checkbox"/> Tree Pruner | _____ | <input type="checkbox"/> Tire Buster | _____ |
| <input type="checkbox"/> MS Power Point | _____ | HEALTH CARE | | | | <input type="checkbox"/> Auto Body Repair | _____ |
| <input type="checkbox"/> MS Publisher | _____ | <input type="checkbox"/> PCA | _____ | FARM/RANCH | | <input type="checkbox"/> HVAC Tech. | _____ |
| <input type="checkbox"/> Windows 7 | _____ | <input type="checkbox"/> CNA | _____ | <input type="checkbox"/> Laborer | _____ | <input type="checkbox"/> Sheet Metal | _____ |
| <input type="checkbox"/> Windows XP | _____ | <input type="checkbox"/> License # _____ | _____ | <input type="checkbox"/> Fence Install | _____ | <input type="checkbox"/> Machinist | _____ |
| <input type="checkbox"/> Windows Vista | _____ | <input type="checkbox"/> State _____ | _____ | <input type="checkbox"/> Bale Bucker | _____ | <input type="checkbox"/> Millwright | _____ |
| <input type="checkbox"/> Adobe Illustrator | _____ | <input type="checkbox"/> Home Care | _____ | <input type="checkbox"/> Irrigation | _____ | | |
| <input type="checkbox"/> Adobe Indesign | _____ | <input type="checkbox"/> Physical Therapy | _____ | <input type="checkbox"/> Branding | _____ | WELDING | |
| <input type="checkbox"/> Adobe Photoshop | _____ | <input type="checkbox"/> Day Care | _____ | <input type="checkbox"/> Livestock Caretaker | _____ | <input type="checkbox"/> Fabrication | _____ |
| <input type="checkbox"/> Corel Draw | _____ | <input type="checkbox"/> Housekeeper | _____ | | | <input type="checkbox"/> MIG (wire feed) | _____ |
| <input type="checkbox"/> Quickbooks | _____ | | | CONSTRUCTION | | <input type="checkbox"/> TIG | _____ |
| <input type="checkbox"/> Quickbooks Pro | _____ | HOSPITALITY | | <input type="checkbox"/> Journey Level | _____ | <input type="checkbox"/> Stick/Arc | _____ |
| | | <input type="checkbox"/> Cashier | _____ | <input type="checkbox"/> Carpenter | _____ | <input type="checkbox"/> X-ray certified | _____ |
| WORD PROCESSING | | <input type="checkbox"/> Dishwasher | _____ | <input type="checkbox"/> Carpenter | _____ | | |
| <input type="checkbox"/> DE Alpha | _____ wpm | <input type="checkbox"/> Chef | _____ | <input type="checkbox"/> Finish | _____ | EQUIPMENT OPERATOR | |
| <input type="checkbox"/> DE Numeric | _____ kph | <input type="checkbox"/> Prep Cook | _____ | <input type="checkbox"/> Framing | _____ | <input type="checkbox"/> Crane | _____ |
| | | <input type="checkbox"/> Bartender | _____ | <input type="checkbox"/> Siding | _____ | <input type="checkbox"/> Backhoe | _____ |
| CLERICAL/ADMIN | | <input type="checkbox"/> Waitstaff | _____ | <input type="checkbox"/> Laborer | _____ | <input type="checkbox"/> Excavator | _____ |
| <input type="checkbox"/> Receptionist | _____ | <input type="checkbox"/> Hostess | _____ | <input type="checkbox"/> Lic. Plumber | _____ | <input type="checkbox"/> FE Loader | _____ |
| <input type="checkbox"/> Admin. Asst. | _____ | <input type="checkbox"/> Management | _____ | <input type="checkbox"/> Plbr. Helper | _____ | <input type="checkbox"/> Skidder | _____ |
| <input type="checkbox"/> Data Entry | _____ | | | <input type="checkbox"/> Lic. Electrician | _____ | <input type="checkbox"/> Bobcat | _____ |
| <input type="checkbox"/> Medical Office | _____ | MAINTENANCE | | <input type="checkbox"/> Elect. Helper | _____ | <input type="checkbox"/> Dump Truck | _____ |
| <input type="checkbox"/> Medical Transcription | _____ | <input type="checkbox"/> Janitor | _____ | <input type="checkbox"/> Concrete-rough | _____ | <input type="checkbox"/> Tractor | _____ |
| <input type="checkbox"/> Shorthand | _____ | <input type="checkbox"/> Building Maint. | _____ | <input type="checkbox"/> Concrete-finish | _____ | <input type="checkbox"/> Forklift | _____ |
| <input type="checkbox"/> HR/Personnel | _____ | <input type="checkbox"/> Plant Maint. | _____ | <input type="checkbox"/> Masonry | _____ | <input type="checkbox"/> Other Skills | _____ |
| <input type="checkbox"/> Legal Office | _____ | | | | | | |
| <input type="checkbox"/> 1-5 Phone Lines | _____ | | | | | | |
| <input type="checkbox"/> 10+ Phone Lines | _____ | | | | | | |

Can you tell us any additional information that would set you apart from other applicants?

PLEASE REVIEW THIS FORM AND MAKE SURE THAT YOU ANSWERED EACH ITEM. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for termination. I agree to comply with A²Z Personnel-Hamilton, Inc.'s substance abuse program, which includes drug testing. I understand that A²Z Personnel-Hamilton, Inc. will thoroughly investigate my work and personal history. I authorize such an investigation and release from liability any person's giving or receiving such information.

If employed, I agree to conform to the policies and procedures of A²Z Personnel- Hamilton, Inc. and agree that my employment can be terminated at any time with or without cause, at the option of myself or A²Z Personnel-Hamilton, Inc.

| | |
|--|----------------------|
| Applicant's Signature: _____ | Date: _____ |
| In case of an emergency, please notify: | Phone # _____ |