

WORK HISTORY CARD

SKILLS

1	2
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Name (last)	First	MI	Home Phone	Message/Business Phone	Today's Date / /
Street Address		City	State	Zip Code	

JOBLINE X-PRESS

Welcome to the **JOBLINE X-PRESS** team. You have selected **MAUI'S** best in employment placement.

We're very happy to have you and want to assist you with your employment search.

If you have a clerical or technical work background, it is recommended that a resume be submitted with this application.

Why are you seeking Temporary Employment?


How did you hear about our company?

Have you ever worked for our company? Yes <input type="checkbox"/> No <input type="checkbox"/>	When	Where
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Type of assignment you would prefer.

Do you have reliable transportation?

Are you willing to take a drug screen according to our policy?

Can You Drive a Truck? Yes <input type="checkbox"/> No <input type="checkbox"/>		WE ARE AN EQUAL OPPORTUNITY EMPLOYER M / F / H / V
Are You a Student? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Person to Notify in Case of Emergency

Phone Address City

**TO BE FILLED IN BY PERSONNEL COORDINATOR
UPON ACCEPTANCE OF FIRST ASSIGNMENT**

THIS BOX FOR OFFICE USE ONLY

I-9 completed 3 yr. anniv. date _____ ID exp. date _____

CHECK ONLY THE SKILLS IN WHICH YOU HAVE WORK EXPERIENCE

<input type="checkbox"/> Assembly _____electrical _____hand _____mechanical _____write <input type="checkbox"/> Bindery <input type="checkbox"/> Cafeteria <input type="checkbox"/> Factory <input type="checkbox"/> General Labor <input type="checkbox"/> Inspecting <input type="checkbox"/> Inventory <input type="checkbox"/> Lab. Tech-Type: _____ <input type="checkbox"/> Laundry <input type="checkbox"/> Machine Tending <input type="checkbox"/> Mail Room Clerk <input type="checkbox"/> Maintenance <input type="checkbox"/> Messenger / Delivery <input type="checkbox"/> Order Picker <input type="checkbox"/> Packaging _____hand _____machine <input type="checkbox"/> Printed Circuits	<input type="checkbox"/> Quality Control <input type="checkbox"/> Schematics <input type="checkbox"/> Shipping / Receiving <input type="checkbox"/> Soldering <input type="checkbox"/> Sorting <input type="checkbox"/> Stamping <input type="checkbox"/> Stock Clerk <input type="checkbox"/> Tagging <input type="checkbox"/> Warehouse Work _____automated _____manual <input type="checkbox"/> Weighing <input type="checkbox"/> Wrapping <input type="checkbox"/> Other _____ <p style="text-align: center;">EQUIPMENT</p> <input type="checkbox"/> Addressing Machine type: _____ <input type="checkbox"/> Collator <input type="checkbox"/> Copier	<input type="checkbox"/> Decollator <input type="checkbox"/> Mimeograph <input type="checkbox"/> Mailing Machine type: _____ <input type="checkbox"/> Microfilm / Microfiche equipment: _____ skills: _____ <input type="checkbox"/> Press Operator _____drill _____punch _____other <input type="checkbox"/> Printing _____ <input type="checkbox"/> Tools _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Own Safety Equipment type: _____ <input type="checkbox"/> Bilingual-Language _____speak _____write _____translate _____read	<p style="text-align: center;">TYPE OF INDUSTRY</p> <input type="checkbox"/> Catering <input type="checkbox"/> Cosmetic <input type="checkbox"/> Distributor type: _____ <input type="checkbox"/> Drug <input type="checkbox"/> Food Products <input type="checkbox"/> Hospital <input type="checkbox"/> Hotel / Motel <input type="checkbox"/> Mail Order / Catalog <input type="checkbox"/> Manufacturer type: _____ <input type="checkbox"/> Printing <input type="checkbox"/> Retail <input type="checkbox"/> Textile <input type="checkbox"/> Other _____ _____ _____
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I will accept same day assignments. I am available for a long term assignments. I am interested in a permanent position

Dates Available to Work Circle Days Available Day from _____ Night from _____ SOCIAL SECURITY # (verified)
 start _____ until _____ M T W T F S S Hours to _____ Hours to _____

DO NOT WRITE BELOW THIS LINE. PLEASE CONTINUE ON THE OTHER SIDE.

CLERICAL		LANG. SKILLS			E	AA	A	BA	COMMENTS AND RECOMMENDATIONS
Alpha		BUS. TRANS.		Appearance					
Numeric		LEGAL TRANS.		Attitude					
Proofreading		MED. TRANS.		Communication					
Classifying		10 KEY		Speech					
GEN. TYPING		ALPHA / NUM. D.E.		Job Knowledge					
ROUGH DRAFT		NUMERIC D.E.		Exp. Level					
STAT. TYPING		F / C BKBP.							
STENO		ASST. BKBP.							
				Geog. Preference:	Interviewed By:				

