

SKILL CATEGORIES

- ACCOUNTING
- CLERICAL
- COMPUTER OPERATIONS
- DRIVER
- ELECTRICIAN
- GRINDER
- INDUSTRIAL
- INSPECTION
- MACHINIST
- MAINTENANCE
- PAINTER
- SHEET METAL
- TECHNICAL
- WELDER
- WORD PROCESSING
- OTHER _____

COMPUTER OPERATIONS

- COMPUTER TECH. / HARDWARE
- COMPUTER TECH. / SOFTWARE
- SYSTEM ANALYST
- PROGRAMMER
- ELECTRONICS TECHNICIAN
- TELECOMMUNICATIONS TECH.
- FIELD SERVICE TECHNICIAN
- TECHNICAL SUPPORT /
- CUSTOMER SERVICE EXP.
- ASSOCIATES / TRADE /
- TECHNICAL SCHOOL DEGREE
- BACHELOR'S DEGREE
- OTHER _____

ELECTRICIAN

- APPRENTICE
- PRE-JOURNEYMAN
- JOURNEYMAN
- CONSTRUCTION
- COMMERCIAL
- INDUSTRIAL
- RESIDENTIAL
- OWN TOOLS
- READ BLUEPRINTS / SCHEM.
- SUPERVISORY EXPERIENCE
- BEND CONDUIT / HAND
- HYDRAULIC BEND MACH.
- PULL WIRE
- TERMINATE WIRE
- INSTALL FIXTURES
- MOTOR CONTROLLERS
- SWITCH GEAR PANEL INSTAL.
- MAINTENANCE ELECTRICIAN
- CONVEYOR BELTS
- TRANSFORMERS
- WELD / SOLDER
- MOTOR STARTERS
- CONTROL PANEL WIRING
- PROGRAMMING CONTROLS
- PAY RATE _____
- OTHER _____

INSPECTION

- INSPECTOR TRAINEE
- READ BLUEPRINTS / SCHEM.
- READ ENGR. DRAWINGS
- CMM
- PCB BOARDS
- 1ST ARTICLE
- IN PROCESS
- FINAL
- ELECTRONIC
- MECHANICAL
- PRECISION
- RECEIVING
- MAG PARTICLE
- MIL SPECS
- SOURCE
- METROLOGY
- SUPERVISORY EXP.
- NO. OF YEARS EXP. _____
- OTHER _____

CLERICAL

- FILING ALPHA/NUMERIC
- GENERAL OFFICE CLERK
- RECEPTION / 1-4 INCOMING
- RECEPTION / 5-9 INCOMING
- RECEPTION / 10-19 INCOMING
- RECEPTION / 20+ INCOMING
- RECEPTION / PBX EXP.
- RELIEF RECEPTIONIST
- LARGE COPY MACHINE
- CUSTOMER SERVICE
- TELEMARKETING
- DATA ENTRY EXPERIENCE
- DATA ENTRY OPER. (8,000 KSPH+)
- KEYPUNCH OPER. (10,000 KSPH+)
- TYPIST / LETTER COMPOSITION
- TYPIST / 35-45 WPM
- TYPIST / 50+ WPM
- DICTAPHONE EXPERIENCE
- SHORTHAND EXPERIENCE
- SALES / MARKETING EXP.
- BI-LINGUAL
- MEDICAL TERMINOLOGY
- WORD PROCESSING EXP.
- OTHER _____

TECHNICAL

- ARCHITECT / CIVIL DRAFTER
- DESIGN DRAFTER
- ELECTRONIC DRAFTER
- ELECTRO-MECH. DRAFTER
- MECHANICAL DRAFTER
- STRUCTURAL DRAFTER
- BOARD DRAFTER
- AUTOCAD
- OTHER SOFTWARE
- LAB TECH / MECHANICAL
- LAB TECH / CHEMICAL
- LAB TECH / BIOLOGICAL
- TECHNICAL WRITER
- TECHNICAL ILLUSTRATOR
- ENGINEERING ASSISTANT
- COMPUTER ENGINEER
- MECHANICAL ENGINEER
- ELECTRICAL ENGINEER
- ELECTRONICS ENGINEER
- MANUFACTURING ENGINEER
- DESIGNER
- PROJECT MANAGER
- QC ENGINEER
- MACHINE SHOP BACKGROUND
- NO. OF YEARS EXP. _____
- OTHER _____

MAINTENANCE

- FACILITIES MAINT.
- MACHINE MAINT.
- MAINT. MECHANIC
- MAINT. ELECTRICIAN
- MAINT. TECHNICIAN
- DIESEL MECHANIC
- AUTO MECHANIC
- AIRCRAFT STRUCTURAL
- JET ENGINE MECHANIC
- LIGHT ELECTRICAL
- ELECTRICAL SCHEM.
- HYDRAULIC SCHEM.
- PNEUMATIC
- MILLS / LATHES
- CONVENTIONAL
- CNC
- CNC TECHNICIAN
- PLUMBING
- PIPE FITTING
- WELDING
- MILLWRIGHT
- MACHINE BUILDER
- OWN TOOLS
- CAN TRAVEL
- OTHER _____

PAINTER

- HELPER
- DUSTRIAL SPRAY
- POWDER COAT
- ELECTROSTATIC
- SUPERVISORY
- NO. OF YEARS EXP. _____
- OTHER _____

ACCOUNTING

- 10 KEY BY SIGHT
- 10 KEY BY TOUCH
- COMPUTER PAYROLL
- MANUAL PAYROLL
- INVENTORY RECORDS
- AP / MANUAL
- AP / COMPUTER
- AR / MANUAL
- AR / COMPUTER
- ASSISTANT BOOKKEEPER
- FC BOOKKEEPER
- FC BOOKKEEPER COMPUTER
- TRIAL BALANCE
- GENERAL LEDGER
- BANK RECONCILIATION
- CREDIT / COLLECTIONS
- ACCOUNTANT
- COMPUTER ACCOUNTING
- MANUAL ACCOUNTING
- COST ACCOUNTING
- SPREADSHEET EXPERIENCE
- TAX FORMS
- OTHER _____

MACHINIST

- MACH. SHOP HELP / TRAINEE
- MACHINE OPERATOR
- TOOL CRIB ATTENDANT
- TOOL CUT / GRIND
- PRE-JOURNEYMAN MACH.
- CONVENTIONAL
- CNC
- EDIT
- PROGRAM
- NC
- MILLS
- LATHES
- OWN SET-UPS
- OWN TOOLS
- HORIZONTAL BORING MILL
- THREADING
- EDM
- PRECISION
- PROTOTYPE
- OIL TOOL EXPERIENCE
- TOOL / DIE
- MOLD MAKER
- MAINTENANCE MACHINING
- OTHER _____

SHEET METAL

- HELPER
- MACHINE OPER.
- MECHANIC
- BRAKE PRESS
- SHEAR OPERATOR
- CONVENTIONAL
- PUNCH PRESS
- PROGRAMMER
- CNC
- HVAC
- PRECISION
- HEAVY INDUSTRIAL
- LAYOUT
- TRIANGULATION
- FABRICATION
- WELDING
- INSTALLER
- OWN TOOLS
- SUPERVISORY EXP.
- OTHER _____

GRINDER

- HAND HELD POWER
- CENTERLESS
- DEBURRER
- INNER DIMENSION
- OUTER DIMENSION
- PRECISION
- ROUGH
- SURFACE
- CNC
- TOOL CUTTER
- OWN TOOLS
- NO. OF YEARS EXP. _____
- OTHER _____

WORD PROCESSING

- IBM OR COMPATIBLE
- MACINTOSH
- WINDOWS EXPERIENCE
- WORDPERFECT 5.1
- WORDPERFECT 5.2
- WORDPERFECT 6.0
- MS WORD 4.0
- MS WORD 5.0
- MS WORD 5.5
- MS WORKS
- MULTIMATE
- DISPLAYWRITE
- WORDSTAR
- LOTUS 1-2-3
- LOTUS WYSIWYG
- LOTUS ALLWAYS
- EXCEL
- Q&A
- PAGEMAKER
- MACDRAW
- MACWRITE
- POWERPOINT
- AMI PRO
- QUATRO PRO
- OTHER _____

INDUSTRIAL

- ASSEMBLY / MECHANICAL
- ASSEMBLY / ELECTRONIC
- SLIM FINGERS
- P/C BOARDS
- WIRE WRAP
- COLOR CODES
- SOLDERING
- GENERAL LABOR / LIFT TO 50
- JANITOR
- FORKLIFT
- SHIPPING
- RECEIVING
- STOCK MOVER
- PACKAGING
- GOOD WITH NUMBERS
- ORDER PULLER
- INVENTORY
- COMPUTER KNOWLEDGE
- WAREHOUSE CLERK
- CUSTOMER SERVICE
- WORKBOOTS
- STEEL TOED BOOTS
- WEIGHT BELT
- SUPERVISORY EXPERIENCE
- WAREHOUSE MANAGER
- OTHER _____

WELDER

- LA CITY CERTIFIED
- AWS CERTIFIED
- CERTIFIED OTHER
- ALL POSITIONS
- ARC / MIG
- HELIARC / TIG
- SUBMERGED ARC
- STICK
- PIPE
- IRON
- INNERSHIELD
- STRUCTURAL
- TORCHCUTTING
- OXYACETYLENE
- ELECTRON BEAM
- FIT & FABRICATE
- PRECISION
- READ BLUEPRINTS
- NO. OF YEARS EXP. _____
- OTHER _____

DRIVER

- LOCAL
- CROSS COUNTRY
- TIE DOWN HEAVY LOADS
- CLEAN DMV PRINTOUT
- SMALL TRUCK / VAN
- STAKEBED
- BOBTAIL
- INSURANCE
- DRIVERS LIC. CLASS _____
- # CITATIONS: LAST 36 MO. _____
- OTHER _____

EDUCATION & TRAINING					
SCHOOL OR INSTITUTION	NAME AND LOCATION	DEGREE/DIPLOMA/CERTIFICATE/LICENSE	MAJOR/TRAINING	YRS/UNITS COMPLETE	GPA
HIGH SCHOOL					
COLLEGE					
COLLEGE					
TECH/VOC					
MILITARY					
OTHER					

Honors or Awards received: _____

Are you currently enrolled in any educational courses? Yes No What and where? _____

Please indicate any foreign languages that you: Speak _____ Read _____ Write _____

PREVIOUS TEMPORARY EMPLOYMENT					
FROM/TO	TEMP SERVICE	CITY	SKILL	COMPANIES ASSIGNED TO	PAY RATE

EMPLOYMENT HISTORY					
Company Name (current or last)	City	Telephone ()	Dates employed (Month/Year)		
			From	To	
Job Title	Supervisor's Name & Title	Type of Business	Base Rate of Pay (per hour/week/month)		
			Start	End	
Description of Duties				Reason for Leaving	
				May we contact this employer?	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	

INTERVIEWER'S COMMENTS

Company Name (current or last)	City	Telephone ()	Dates employed (Month/Year)		
			From	To	
Job Title	Supervisor's Name & Title	Type of Business	Base Rate of Pay (per hour/week/month)		
			Start	End	
Description of Duties				Reason for Leaving	
				May we contact this employer?	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	

INTERVIEWER'S COMMENTS

Company Name (current or last)	City	Telephone ()	Dates employed (Month/Year)		
			From	To	
Job Title	Supervisor's Name & Title	Type of Business	Base Rate of Pay (per hour/week/month)		
			Start	End	
Description of Duties				Reason for Leaving	
				May we contact this employer?	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	

INTERVIEWER'S COMMENTS

