



1341 Princess Anne Rd. Virginia Beach, VA 23457 (757) 539-8440

You may attach additional pages or resume for amplification, but please complete this form in full.

LAST NAME	FIRST	MIDDLE	HOME PHONE	TODAY'S DATE
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CURRENT ADDRESS	CITY	STATE	ZIP
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BIRTHDAY	SOCIAL SECURITY NUMBER	CELL PHONE	WORK PHONE	EMAIL ADDRESS
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<input type="checkbox"/> OWN HOME <input type="checkbox"/> RENT	YEARS IN COMMUNITY	Are you eligible to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No	FOREIGN LANGUAGES
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SPOUSE'S NAME	SPOUSE'S OCCUPATION	COMPANY	BUSINESS PHONE
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PREVIOUS ADDRESS	CITY	STATE	ZIP
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NEAREST RELATIVE (not Spouse)	ADDRESS	PHONE NUMBER
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POSITION APPLYING FOR	DESIRED SALARY \$ per mon.	LEAST CONSIDERED \$ per mon.	DATE AVAILABLE
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LICENSES/CERTIFICATIONS	GEOGRAPHIC PREFERENCE	TRAVEL PREFERENCES <input type="checkbox"/> No Travel <input type="checkbox"/> Limited <input type="checkbox"/> Extensive	RESUME? <input type="checkbox"/> Yes <input type="checkbox"/> No
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HOBBIES & INTERESTS	HOW DID YOU SEE US? Newspaper, Radio, TV, Internet, etc.
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EDUCATION	NAME OF SCHOOL	LOCATION (City, State)	DATES ATTENDED	YRS COMPLETED	GRADE AVG.	DEGREES TITLE	GRAD- UATED	MAJOR OR SUBJECTS
HIGH SCHOOL							<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE/UNIVERSITY							<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHERS							<input type="checkbox"/> Yes <input type="checkbox"/> No	

WORK HISTORY: START WITH PRESENT OR MOST RECENT POSITION INCLUDING MILITARY EXPERIENCE

FROM (Month, Year)	COMPANY NAME	ADDRESS			
TO (Month, Year)	POSITION, TITLE OR RATING	NO. SUPERVISED	COMPANY SIZE	INDUSTRY OR PRODUCTS	COMPETITORS
SALARY Start \$ End \$	EXCEPTIONAL BENEFITS (Car. Bonuses. Etc.)	SUPERVISOR & TITLE			PHONE NUMBER
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	DUTIES				
REASON FOR LEAVING <input type="checkbox"/> Still Employed					MAY WE CHECK FOR REFERENCE <input type="checkbox"/> Yes <input type="checkbox"/> No

FROM (Month, Year)	COMPANY NAME	ADDRESS			
TO (Month, Year)	POSITION, TITLE OR RATING	NO. SUPERVISED	COMPANY SIZE	INDUSTRY OR PRODUCTS	COMPETITORS
SALARY Start \$ End \$	EXCEPTIONAL BENEFITS (Car. Bonuses. Etc.)	SUPERVISOR & TITLE			PHONE NUMBER
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	DUTIES				
REASON FOR LEAVING					MAY WE CHECK FOR REFERENCE <input type="checkbox"/> Yes <input type="checkbox"/> No

FROM (Month, Year)	COMPANY NAME	ADDRESS			
TO (Month, Year)	POSITION, TITLE OR RATING	NO. SUPERVISED	COMPANY SIZE	INDUSTRY OR PRODUCTS	COMPETITORS
SALARY Start \$ End \$	EXCEPTIONAL BENEFITS (Car. Bonuses. Etc.)	SUPERVISOR & TITLE			PHONE NUMBER
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	DUTIES				
REASON FOR LEAVING					MAY WE CHECK FOR REFERENCE <input type="checkbox"/> Yes <input type="checkbox"/> No

SKILLS (Please check all that apply)

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|---|--------------------------------------|--|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Typing WPM _____ | <input type="checkbox"/> Office 365 | <input type="checkbox"/> Google Certifications | <input type="checkbox"/> Wordpress | <input type="checkbox"/> A/P - A/R |
| <input type="checkbox"/> Other | <input type="checkbox"/> Sales Force | <input type="checkbox"/> Adobe Creative Suite | <input type="checkbox"/> Hootsuite | <input type="checkbox"/> Billing |
| <input type="checkbox"/> PC Computer | <input type="checkbox"/> Photoshop | <input type="checkbox"/> Premier Pro | <input type="checkbox"/> Photography | <input type="checkbox"/> Payroll |
| <input type="checkbox"/> Macintosh Computer | <input type="checkbox"/> InfoPath | <input type="checkbox"/> SharePoint | <input type="checkbox"/> Videography | <input type="checkbox"/> Collections |

ANY ADDITIONAL SKILL YOU WOULD LIKE TO SUPPLY FOR CONSIDERATION FOR THIS POSITION:

REFERENCES (Your Co-Workers)	OCCUPATION	COMPANY	ADDRESS	PHONE NO.

TYPES OF COMPANIES OR INDUSTRIES YOU WOULD LIKE TO WORK IN:

COMPANIES OR INDUSTRIES YOU WOULD NOT WORK FOR:

LIST ALL RECENT COMPANIES YOU HAVE INTERVIEWED WITH:

DATE	COMPANY	LOCATION	POSITION	AMT. OFFERED	OUTCOME
				\$	
				\$	
				\$	

RECENT COMPANIES YOU HAVE NOT INTERVIEWED WITH BUT FILLED OUT AN APPLICATION OR A RESUME:

DATE	COMPANY	POSITION	DATE	COMPANY	POSITION

IN CASE OF AN EMERGENCY, PLEASE INDICATE INDIVIDUALS TO CONTACT:

FULL NAME	RELATIONSHIP	PHONE NUMBER	EMAIL ADDRESS

ADDITIONAL INFORMATION, EXPLANATION, CLARIFICATION OR COMMENTS:

I agree to submit any claims arising out of my employment or any aspect thereof, including disputes concerning alleged civil rights violations, to binding arbitration.

I certify that the information provided herein is true and complete to the best of my knowledge and belief. I understand and agree that providing false, incomplete, or misleading information will be grounds for a decision not to employ with me or to terminate my employment immediately without liability for doing so.

SIGNATURE: _____ DATE: _____