



PRINCE, PERELSON & ASSOCIATES

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For Office Use Only
I9 & W4
Two Forms of ID
Temp Guidelines

RECRUITER: _____
TODAY'S DATE: _____

Name (Last)	(First)	(Middle)
Street Address		
City		State/Zip
Home Phone#	Business Phone#	Other Phone#
E-Mail Address		Emergency Contact & Phone #

High School	Name of School	City/State
College	Name of School	City/State
	Degree	Completed?
Trade or Graduate School	Name of School	City/State
	Length of Course	Was Course Completed?

Position Desired	Permanent?	Temporary?	Part Time?	Full Time?				
	Days Available	M	T	W	TH	F	S	SU
Salary Desired	Least Accepted	Relocate?	How did you hear of Prince, Perelson and Associates?					

Employment History *(Start with most current position)*

Company Name and Type of Business	Title of Position	From	To
Phone # and Address	Income	Bonus Received	
Name of Supervisor/Position	Reason for Leaving		

Company Name and Type of Business	Title of Position	From	To
Phone # and Address	Income	Bonus Received	
Name of Supervisor/Position	Reason for Leaving		

Name: _____

BUSINESS REFERENCES
(Prefer former supervisors)

Name	Company	Position	Phone Number
1.			
2.			
3.			
4.			

What other companies have you applied with in the past 3 months?

1. _____

2. _____

3. _____

4. _____

We encourage you to discuss with your recruiter any relevant information that could impact your background check or drug test.

Have you ever been convicted of a felony? Yes ___ No ___
If yes, please specify.

I attest, under penalty of perjury, that I am (check one of the following):
A citizen or national of the United States
A Lawful Permanent Resident (Alien # A _____)
An alien authorized to work until ____/____/____ (Alien # or Admission # _____)

I agree that the above information is accurate to the best of my knowledge. I give permission to Prince, Perelson and Associates to contact above references.

Signature of Applicant

Date

Name: _____

Self Evaluation: Please indicate your current level or leave it blank if not applicable

Directions: B-Beginner I-Intermediate A-Advanced

Example: MS Outlook: A for advanced skill level

General Office Skills

Languages Other Than
Your Primary ? _____
Read ___ *Write* ___ *Speak* ___
Dictaphone _____
Phones _____
of Lines _____
Ten Key by Touch _____
Travel Arrangements _____
Other _____

Accounting Skills

Credit Analysis _____
Accounts Payable _____
Accounts Receivable _____
Bank Reconciliation _____
Collections _____
Cost Accounting _____
Financial Statements _____
General Ledger _____
Inventory _____
Payroll _____
Purchasing _____
Taxes _____

General Computer Skills

Word _____
Outlook _____
Group Wise _____
WordPerfect _____
Mortgage Ware _____

Human Resources

Benefits _____
Training _____
Recruiting _____
Interview _____

Data Bases

ACT _____
Lotus Notes _____
Access _____
Oracle _____
People Soft _____
JD Edwards _____
NetSuite _____
SAP _____

Graphics

Corel _____
PageMaker _____
MS PowerPoint _____
Publisher _____
Quark _____
Adobe Illustrator _____
Adobe Photoshop _____
HTML _____
XML _____

Spreadsheets

Lotus123 _____
Excel _____
Quattro Pro _____
MS Project _____

Accounting

Cyma _____
Peachtree _____
QuickBooks _____
MAS 90/200 _____
Yardi _____
Great Plains _____
Timberline _____

Legal Skills (Indicate Yrs)

Real Estate _____
Planning _____
Litigation _____
IP _____
PI _____
Domestic _____
Commercial _____

Legal Applications

Lexis Nexus _____
WestLaw _____
TimeSlips _____

Location Preference

South SL _____
Downtown _____
North SL _____
Ogden _____
Park City _____
Orem/Provo _____

OFFICE USE ONLY

Test Scores

Type _____
Word _____
Excel _____
PowerPoint _____
Ten Key _____
Skills _____

Name: _____

SKILLS EVALUATION

Instructions: Please relax. This is not a test for speed, but for accuracy and comprehension. It helps us to evaluate your skills and match them with the appropriate openings.

1. SENTENCE STRUCTURE: Choose the correct statement for each:

- A. ___ Either John or James is responsible for the file.
___ Either John or James are responsible for the file.
- B. ___ Each of the children receives a vaccination.
___ Each of the children receive a vaccination.
- C. ___ When will your daughter-in-laws be here?
___ When will your daughters-in-law be here?

2. ALPHABETICAL FILING: Place the following files in alphabetical order by last name, placing the numbers 1 through 8 next to the name, with 1 being the first file.

- | | |
|----------------------|---------------------|
| ___ Robert A. Miller | ___ Roger Mitchell |
| ___ Rodger Mitchell | ___ Ashley Knaub |
| ___ Harold Jones | ___ Jane Selkirk |
| ___ Michael Parker | ___ William Allison |

3. NUMERICAL FILING: Each column contains a group of letters and numbers. Place an X on the line before the number or letter in EACH column which would be filed first.

- | | | | | |
|--------------|--------------|----------------|---------------|-----------------|
| A. ___ 30165 | B. ___ 94141 | C. ___ HO16409 | D. ___ VW8105 | E. ___ VW101321 |
| ___ 31056 | ___ 94114 | ___ GL20312 | ___ VW8107 | ___ CL101486 |
| ___ 31015 | ___ 91414 | ___ NH18407 | ___ VW9107 | ___ HO101329 |
| ___ 30135 | ___ 91144 | ___ GL22131 | ___ VW17105 | ___ WA101322 |

4. SPELLING: Without the assistance of a dictionary, correct all of the misspelled words.

- | | | |
|-------------------|--------------------|----------------|
| experiance _____ | bookeeping _____ | referrel _____ |
| corespond _____ | develoement _____ | truely _____ |
| familiar _____ | occassionaly _____ | sincerly _____ |
| proffession _____ | concientous _____ | percieve _____ |

SCORES:

Total: _____