



Administrative and Accounting Assistant Profile

Immediately Available

Date: \_\_\_\_\_   Temp  Contract to Hire or Perm

Position: \_\_\_\_\_ Minimum Annual Salary Required: \_\_\_\_\_

Associate: \_\_\_\_\_ Class: \_\_\_\_\_

At \_\_\_\_\_ Ap \_\_\_\_\_ Pr \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Nos.: Home \_\_\_\_\_ Cell \_\_\_\_\_

Work \_\_\_\_\_ Emergency \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Spouse's

Name: \_\_\_\_\_ Place of Employment: \_\_\_\_\_ Title: \_\_\_\_\_

How long in the area? \_\_\_\_\_ How did you learn about us? \_\_\_\_\_

If presently employed, where? \_\_\_\_\_ Can we contact them for a reference? Yes  No

Have you given notice? Yes  No  Desired salary \$ \_\_\_\_\_ per year  or hour

Are there any overtime restrictions? Yes  No  If yes, please explain: \_\_\_\_\_

When are you available for interviews? (Please mark all that apply)

Days:  Mon.  Tues.  Wed.  Thurs.  Fri. Times:  All Day  A.M. only  Lunch  P.M. only  After 5:00 p.m.

Education

High School: \_\_\_\_\_ City/State: \_\_\_\_\_ Graduated? Yes  No  Degree \_\_\_\_\_

College: \_\_\_\_\_ City/State: \_\_\_\_\_ Yes  No

Other: \_\_\_\_\_ City/State: \_\_\_\_\_ Yes  No

Certifications/Licenses: \_\_\_\_\_

If fluent in foreign language(s), please list: \_\_\_\_\_

Skills and Number of Years Experience (Check all that apply)

Keyboarding

- Statistical, Letter, Compose letters, Manuscripts/Reports, Policy/Claims, Accounting, Technical, Medical, Legal, Other

Computer Programs

- Access, Excel, WordPerfect, MS Word, PowerPoint, PageMaker, Publisher

Business Specializations

- Executive Assistant

Test Results

- Keyboarding, Spelling, 10-key, MSWord, Other

- Engineering Asst., Banking Assistant, Insurance Assistant, Legal Assistant, Other

Clerical

- Filing, Inventory, Reception, Fax, Shipping & Receiving, Reproduction, Other

Switchboard/Telephone System

- # of incoming lines, # of calls per day

Data Processing

- Data entry - CRT, Programming, Other

Miscellaneous

- Cashier, Bank teller, Sales & Demo, Telemarketing, Office Management, Supervisory, Other

Bookkeeping

- 10-key, Full Charge, Profit & Loss, Financial Statements, Accounts Payable, Accounts Receivable, Payroll, Bank Reconciliations, Post to General Ledger, Credit/Collections, Oil & Gas, Other

- Grammar/Punctuation, Math, WordPerfect, Excel, Other

**Employment History** (starting with most recent or present)

Company Name: \_\_\_\_\_ City/State: \_\_\_\_\_  
Division of: \_\_\_\_\_ Company Products/Service: \_\_\_\_\_  
Current Position/Title: \_\_\_\_\_ Original Position/Title: \_\_\_\_\_  
How long in current position? \_\_\_\_\_ Employed from: \_\_\_\_\_ to: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Per Hour  Per Year  Ending Salary: \_\_\_\_\_ Per Hour  Per Year   
Supervisor's Name and Title: \_\_\_\_\_  
Reason for change: \_\_\_\_\_  
Please list any special accomplishments (i.e., increasing company profit/productivity; money- or time-saving ideas)

\_\_\_\_\_  
\_\_\_\_\_  
Company Name: \_\_\_\_\_ City/State: \_\_\_\_\_  
Division of: \_\_\_\_\_ Company Products/Service: \_\_\_\_\_  
Current Position/Title: \_\_\_\_\_ Original Position/Title: \_\_\_\_\_  
How long in current position? \_\_\_\_\_ Employed from: \_\_\_\_\_ to: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Per Hour  Per Year  Ending Salary: \_\_\_\_\_ Per Hour  Per Year   
Supervisor's Name and Title: \_\_\_\_\_  
Reason for change: \_\_\_\_\_  
Please list any special accomplishments (i.e., increasing company profit/productivity; money- or time-saving ideas)

\_\_\_\_\_  
\_\_\_\_\_

**References**

Please list one co-worker and two supervisor references

Co-worker Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Company: \_\_\_\_\_ Position: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Company: \_\_\_\_\_ Position: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Company: \_\_\_\_\_ Position: \_\_\_\_\_

**General Information**

Are there any companies you do not want us to contact? (i.e., already interviewed with, do not want to work for, etc.)

\_\_\_\_\_

Are you bondable? Yes  No  Do you have the legal right to work in the United States? Yes  No

Have you ever been convicted of a felony or misdemeanor? Yes  No  If yes, when? \_\_\_\_\_ Disposition? \_\_\_\_\_

Do you currently have felony or misdemeanor charges pending or deferred? Yes  No

If yes, please list the charge(s) and expected disposition. \_\_\_\_\_

**Note:** A conviction will not necessarily disqualify you for hire.

**Disclosure Statement**

I understand that an investigative consumer report may be obtained by you in order to enable you to evaluate me as a prospective employee. This investigative report may include information concerning my character, general reputation, personal characteristics, mode of living and financial responsibility and may be obtained through personal interviews with friends, neighbors and associates.

I further understand I have the right to make a written request to you to learn the complete nature and scope of this investigative consumer report.

I hereby acknowledge that I have read this statement and hereby authorize you to obtain an investigative consumer report as described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_