

Education

	Name & Address of School	Course of Study	Years Completed	Diploma Earned
High School				
College				

Indicate any foreign languages you can speak, read and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

Skills

Do you type? ____ Yes ____ No Words per minute? _____ Accuracy? _____

Have you ever had any other phone experience? ____ Yes ____ No If yes, explain _____

Availability

Do you need any time off in the next three months? ____ Yes ____ No
If yes, give dates _____

Can you work a weekend shift other than the shift you work during the week? ____ Yes ____ No

Can you work the 11pm to 7am shift, or part thereof, if asked? ____ Yes ____ No

Are you presently attending school? ____ Yes ____ No
If yes, please list the school hours next to the days you are available.

List the days and times you are available to work and your school schedule if applicable

<u>Availability, not Preference</u>		<u>School Schedule</u>	
Monday	_____ to _____	Monday	_____ to _____
Tuesday	_____ to _____	Tuesday	_____ to _____
Wednesday	_____ to _____	Wednesday	_____ to _____
Thursday	_____ to _____	Thursday	_____ to _____
Friday	_____ to _____	Friday	_____ to _____
Saturday	_____ to _____	Saturday	_____ to _____
Sunday	_____ to _____	Sunday	_____ to _____

Employment Experience

Employer		Dates Employed From To		Work Performed	
Address					
Telephone Number					
Job Title	Supervisor	Salary Starting Final			
Reason for Leaving					

Employer		Dates Employed From To		Work Performed	
Address					
Telephone Number					
Job Title	Supervisor	Salary Starting Final			
Reason for Leaving					

Employer		Dates Employed From To		Work Performed	
Address					
Telephone Number					
Job Title	Supervisor	Salary Starting Final			
Reason for Leaving					

References

Name		Telephone Number			
Address		City	State	Zip Code	
Name		Telephone Number			
Address		City	State	Zip Code	
Name		Telephone Number			
Address		City	State	Zip Code	

