

Zimmerman & Associates

BIRTHDAY _____/_____/_____

LAST NAME		FIRST NAME		M.I.	DATE	SALARY EXPECTED _____	
ADDRESS		APT. #	CITY	STATE	ZIP CODE	How did you hear about Zimmerman & Associates?	
HOME PHONE #()	WORK #()	EXT	MESSAGE#	CONTACT		RELATIONSHIP	
PAGER #()	CELL #()	EMAIL ADDRESS					

WORK HISTORY: List Most Recent Employment First.

Please fill out completely & attach current resume

FROM / /	COMPANY NAME	POSITION	SALARY	TYPE OF COMPANY			
TO / /	ADDRESS	DEPARTMENT	# OF EMPLOYEES	HOW DID YOU GET THIS JOB?			
CITY	STATE	ZIP	SUPERVISOR	TITLE	Company Phone #		
CO-WORKER Name Position		CO-WORKER Name Position		REASON FOR LEAVING			

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ADMINISTRATIVE / ACCOUNTING SKILLS: Check only the skills in which you are experienced

EDUCATION		OFFICE SKILLS	PC SOFTWARE/HARDWARE	ACCOUNTING	TEST RESULTS:
COLLEGE	TYPING: WPM	PC MACINTOSH JR/SR/ADV. LEVEL	<input type="checkbox"/> A/R	<input type="checkbox"/> ASSISTANT	
CITY/STATE	SHORTHAND/FN <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> MICROSOFT WORD _____	<input type="checkbox"/> A/P	<input type="checkbox"/> FULL CHARGE	
#YEARS ATTENDED	SPEED: _____	<input type="checkbox"/> WORD PERFECT _____	<input type="checkbox"/> BANK REC		
GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE: _____	<input type="checkbox"/> EXCEL _____	<input type="checkbox"/> GENERAL LEDGER		
YEAR GPA	DICTAPHONE <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> LOTUS 123 _____	<input type="checkbox"/> TRIAL BALANCE		
DEGREE/MAJOR	SWITCHBOARD TYPE _____	<input type="checkbox"/> POWERPOINT _____	<input type="checkbox"/> DEPOSITS		
MBA <input type="checkbox"/> YES <input type="checkbox"/> NO	HEAVY <input type="checkbox"/>	<input type="checkbox"/> ACCESS _____	<input type="checkbox"/> PAYROLL <input type="checkbox"/> QUARTERLY RPTS	No. Hourly	
YEAR	MODERATE <input type="checkbox"/>	<input type="checkbox"/> OUTLOOK _____		No. Weekly	
	LIGHT <input type="checkbox"/>	<input type="checkbox"/> MS PROJECT _____		<input type="checkbox"/> MANUAL	
DEGREE/MAJOR	APPROX CALL/DAY: _____	<input type="checkbox"/> INTERNET _____		<input type="checkbox"/> COMPUTERIZED	
	10 KEY/CALCULATOR	<input type="checkbox"/> E-MAIL _____		<input type="checkbox"/> P&L <input type="checkbox"/> AGING ACCOUNTS	
Languages you speak or write fluently	TOUCH <input type="checkbox"/>	<input type="checkbox"/> QUICKBOOKS _____			
1. _____		<input type="checkbox"/> LOTUS NOTES _____			
2. _____					

BUSINESS REFERENCES

NAME	COMPANY	TITLE	CITY	PHONE #
NAME	COMPANY	TITLE	CITY	PHONE #
NAME	COMPANY	TITLE	CITY	PHONE #
NAME	COMPANY	TITLE	CITY	PHONE #
NAME	COMPANY	TITLE	CITY	PHONE #

PEER REFERENCES

NAME	RELATIONSHIP		PHONE #
NAME	RELATIONSHIP		PHONE #
NAME	RELATIONSHIP		PHONE #
NAME	RELATIONSHIP		PHONE #
NAME	RELATIONSHIP		PHONE #

By submitting this form electronically I affirm the facts set forth on this form are true and complete. I give permission for Zimmerman & Associate to verify my employment references and educational background. Submittal of this form by email or fax will be the same as submitting a signed form.

Signature

Date

WHAT HAVE YOU DONE SO FAR TO SECURE EMPLOYMENT?

INTERVIEWS? YES NO WHERE?

WORKING WITH OTHER FIRMS? YES NO RESULTS