

|                                  |               |        |            |
|----------------------------------|---------------|--------|------------|
| LAST NAME                        | FIRST NAME    | MIDDLE | TELEPHONE# |
| SSN #                            | EMAIL ADDRESS |        |            |
| ADDRESS                          | APT#          | CITY   | STATE ZIP  |
| PERMANENT ADDRESS (if different) |               | CITY   | STATE ZIP  |

IF ASSIGNMENT REQUIRES DRIVING, CAN YOU PRODUCE:

- VALID CALIFORNIA DRIVER'S LICENSE?  YES  NO
- CLEAN DMV REPORT? (NO MOVING VIOLATIONS WITHIN LAST 3 YEARS)  YES  NO
- PROOF OF VEHICLE INSURANCE OR INSURABILITY?  YES  NO

TRANSPORTATION TO/FROM JOB SITE AT CLIENT'S TIME  
 REQUIREMENTS?  YES  NO

DO YOU HAVE ACCESS TO A VEHICLE?  YES  NO  
 OTHER (Explain) \_\_\_\_\_

SAME DAY ASSIGNMENT?  
 YES  NO

EVER CONVICTED OF A CRIME OTHER THAN A TRAFFIC OFFENSE?  
 YES  NO (Explain) \_\_\_\_\_

CIRCLE DAYS YOU CAN WORK

|                       |    |   |    |   |    |    |                             |     |     |     |           |
|-----------------------|----|---|----|---|----|----|-----------------------------|-----|-----|-----|-----------|
| M                     | TU | W | TH | F | SA | SU | SHIFTS YOU CAN WORK:        | 1st | 2nd | 3rd | PART-TIME |
| MINIMUM HOURLY SALARY |    |   |    |   |    |    | MAXIMUM DISTANCE TO COMMUTE |     |     |     |           |

LENGTH OF ASSIGNMENT PREFERRED \_\_\_\_\_

ARE YOU OPEN TO TEMPORARY WORK?  
 YES  NO

ARE YOU A STUDENT?  
 YES  NO

EDUCATION/TRAINING SUMMARY HIGH SCHOOL GRADUATE?  
 YES  NO

|                  |      |               |             |
|------------------|------|---------------|-------------|
| COLLEGE/UNIV.    | DATE | MAJOR STUDIES | DEGREE      |
| GRADUATE ED.     | DATE | MAJOR STUDIES | DEGREE      |
| SPECIAL TRAINING | DATE | MAJOR STUDIES | CERTIFICATE |

If in school, list availability: \_\_\_\_\_

Have you ever applied with or worked for Rush Personnel Services, Inc.  
 Yes  No

If yes, when/where \_\_\_\_\_

|       |          |              |              |
|-------|----------|--------------|--------------|
| CELL# | MESSAGE# | WORK DESIRED | TODAY'S DATE |
|-------|----------|--------------|--------------|

### CHECK SKILLS FROM YOUR PAST WORK EXPERIENCE

|  |   |
|--|---|
| <p><b>CLERICAL</b></p> <input type="checkbox"/> ACCOUNTS PAYABLE _____ | <input type="checkbox"/> MS POWERPOINT  |
| <input type="checkbox"/> ACCOUNTS RECEIVABLE                           | <input type="checkbox"/> MICROSOFT WORD - VER _____                           |
| <input type="checkbox"/> FULL CHARGE BOOKKEEPER                        | <input type="checkbox"/> MICROSOFT WORKS                                      |
| <input type="checkbox"/> PAYROLL # _____                               | <input type="checkbox"/> PEACHTREE  |
| <input type="checkbox"/> PREPARE AND PROCESS TAXES                     | <input type="checkbox"/> PAGEMAKER  |
| <input type="checkbox"/> BANKING                                       | <input type="checkbox"/> QUICKBOOKS   |
| <input type="checkbox"/> BANK TELLER                                   | <input type="checkbox"/> QUICKEN  |
| <input type="checkbox"/> CALL CENTER                                   | <input type="checkbox"/> VISUAL BASIC   |
| <input type="checkbox"/> CUSTOMER SERVICE                              | <input type="checkbox"/> WORDPERFECT - VER _____                              |
| <input type="checkbox"/> DATA ENTRY _____ STKPH                        | <input type="checkbox"/> TESTING / ASSESSMENTS                                |
| <input type="checkbox"/> DENTAL BACK OFFICE                            | <input type="checkbox"/> OTHER: _____   |
| <input type="checkbox"/> DENTAL FRONT OFFICE                           | <input type="checkbox"/> OTHER: _____   |
| <input type="checkbox"/> EXECUTIVE SECRETARY                           | <input type="checkbox"/> OTHER: _____   |
| <input type="checkbox"/> HR SPECIALIST                                 | <p><b>TECHNICAL</b></p> <input type="checkbox"/> READ BLUEPRINTS - TYPE _____ |
| <input type="checkbox"/> INSURANCE OFFICE (LICENSED Y N)               | <input type="checkbox"/> DRAFTING - TYPE _____                                |
| <input type="checkbox"/> TEN KEY _____ STKPM                           | <input type="checkbox"/> ELECTRONIC TECHNICIAN                                |
| <input type="checkbox"/> LEGAL OFFICE                                  | <input type="checkbox"/> ENGINEERING - TYPE _____                             |
| <input type="checkbox"/> LEGAL SECRETARY                               | <input type="checkbox"/> GRAPHICS ARTS  |
| <input type="checkbox"/> MEDICAL BACK OFFICE                           | <input type="checkbox"/> HEATVENT/AC  |
| <input type="checkbox"/> MEDICAL FRONT OFFICE                          | <input type="checkbox"/> MACHINE MAINTENANCE & REPAIR                         |
| <input type="checkbox"/> REAL ESTATE OFFICE (LICENSED Y N)             | <input type="checkbox"/> PC BOARD/SOLDERING                                   |
| <input type="checkbox"/> ESCROW  | <input type="checkbox"/> TECHNICAL ILLUSTRATION                               |
| <input type="checkbox"/> RECEPTIONIST # OF LINES _____                 | <input type="checkbox"/> TECHNICAL WRITING                                    |
| <input type="checkbox"/> TYPING _____ WPM (CERTIFIED Y N)              | <p><b>OTHER SKILLS</b></p> <input type="checkbox"/> FOOD SERVICE - CHEF       |
| <input type="checkbox"/> OTHER SKILLS _____                            | <input type="checkbox"/> FOOD SERVICE LINE COOK                               |
| <p><b>SOFTWARE</b></p> <input type="checkbox"/> AUTO CAD - VER _____   | <input type="checkbox"/> FOOD SERVICE WAITSTAFF                               |
| <input type="checkbox"/> MICROSOFT ACCESS                              | <input type="checkbox"/> BARTENDER SKILLS                                     |
| <input type="checkbox"/> MICROSOFT EXCEL - VER _____                   | <input type="checkbox"/> BANQUET SERVER                                       |
| <input type="checkbox"/> MS OUTLOOK                                    | <input type="checkbox"/> OTHER SKILLS _____                                   |
| <input type="checkbox"/> OTHER SKILLS _____                            | <input type="checkbox"/> OTHER SKILLS _____                                   |

|   |   |
|---|---|
| <p><b>SALES</b></p> <input type="checkbox"/> INSIDE | <p><b>MANAGEMENT</b></p> <input type="checkbox"/> CEO/OWNER |
| <input type="checkbox"/> MARKETING                  | <input type="checkbox"/> OFFICE MANAGER                     |
| <input type="checkbox"/> OUTSIDE                    | <input type="checkbox"/> OPERATIONS MANAGEMENT              |
| <input type="checkbox"/> RETAIL                     | <input type="checkbox"/> RESTAURANT MANAGEMENT              |
| <input type="checkbox"/> ROUTE/DISTRIBUTION         | <input type="checkbox"/> RETAIL MANAGEMENT                  |
| <input type="checkbox"/> TELEPHONE                  | <input type="checkbox"/> SALES MANAGEMENT                   |

HOW WERE YOU REFERRED?

YELLOW PAGES  NEWSPAPER  FRIEND  RADIO

TV  INTERNET  RUSH WEBSITE  OTHER \_\_\_\_\_

STAFF COORDINATOR SIGNATURE \_\_\_\_\_

