

# HKA

## Staffing Services

(800) 969-8930

[www.hkastaffing.com](http://www.hkastaffing.com)

### APPLICATION FOR EMPLOYMENT

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

HKA STAFFING SERVICES is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

PERSONAL			
Last Name	First	Middle Initial	Social Security #
Other Name(s) Used			Home Telephone # (    )
Address			Business or Message # (    )
Position Applying For	Referred By		Salary Desired
Have you ever been <b>employed</b> by HKA Staffing Services before? Yes    No		If yes, list date(s), job title(s) & assignment location(s)	
Are you at least 18 years old?                      Yes    No		If under 18, do you have a work permit?	
EDUCATION			
School	Name, City, State	Major Studies	Degree or Diploma, Date Received
High School			
College/University			
List Any Professional Designations that you currently hold:			

**Indicate below the skills in which you have had training and/or in which you are capable of performing**

**INDUSTRY EXPERIENCE:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> ADVERTISING<br><input type="checkbox"/> AGENCY<br><input type="checkbox"/> ARCHITECTURE<br><input type="checkbox"/> ART & MUSEUMS<br><input type="checkbox"/> ASSOCIATIONS<br><input type="checkbox"/> BANKING<br><input type="checkbox"/> BROKERAGE/MORTGAGE<br><input type="checkbox"/> CONSTRUCTION<br><input type="checkbox"/> CONSULTING<br><input type="checkbox"/> CONSUMER<br><input type="checkbox"/> CORPORATE<br><input type="checkbox"/> CREDIT CARD<br><input type="checkbox"/> EDUCATION<br><input type="checkbox"/> ELECTRONICS<br><input type="checkbox"/> ENGINEERING<br><input type="checkbox"/> ENTERTAINMENT<br><input type="checkbox"/> ENVIRONMENTAL<br><input type="checkbox"/> FASHION/APPAREL<br><input type="checkbox"/> FINANCIAL<br><input type="checkbox"/> FOOD SERVICE<br><input type="checkbox"/> GOVERNMENT<br><input type="checkbox"/> HARDWARE<br><input type="checkbox"/> HEALTHCARE<br><input type="checkbox"/> HOTEL/TOURISM<br><input type="checkbox"/> HUMAN RESOURCES<br><input type="checkbox"/> INFORMATION TECHNOLOGY<br><input type="checkbox"/> INSURANCE<br><input type="checkbox"/> INTERNET<br><input type="checkbox"/> LEGAL<br><input type="checkbox"/> MANUFACTURING | <input type="checkbox"/> NON-PROFIT<br><input type="checkbox"/> PUBLIC RELATIONS<br><input type="checkbox"/> PUBLISHING<br><input type="checkbox"/> RADIO/TV<br><input type="checkbox"/> REAL ESTATE<br><input type="checkbox"/> RESTAURANT<br><input type="checkbox"/> RETAIL<br><input type="checkbox"/> SOCIAL WORK<br><input type="checkbox"/> TELECOMMUNICATIONS<br><input type="checkbox"/> OTHER _____<br><b>ADMINISTRATIVE SKILLS:</b><br><input type="checkbox"/> ADMINISTRATIVE ASSISTANT<br><input type="checkbox"/> EXECUTIVE ASSISTANT<br><input type="checkbox"/> GENERAL CLERK<br><input type="checkbox"/> MARKETING ADMIN<br><input type="checkbox"/> OFFICE MANAGER<br><input type="checkbox"/> RECEPTIONIST<br><input type="checkbox"/> SALES ASSISTANT<br><input type="checkbox"/> OTHER _____<br><b>OFFICE SKILLS:</b><br><input type="checkbox"/> ACCOUNTS PAYABLE<br><input type="checkbox"/> ACCOUNTS RECEIVABLE<br><input type="checkbox"/> ADP<br><input type="checkbox"/> BILLING<br><input type="checkbox"/> BOOKKEEPER<br><input type="checkbox"/> BUDGETS<br><input type="checkbox"/> COLLECTIONS<br><input type="checkbox"/> COORDINATOR<br><input type="checkbox"/> CUSTOMER SERVICE<br><input type="checkbox"/> DATA ENTRY | <input type="checkbox"/> EVENT PLANNING<br><input type="checkbox"/> EXPENSE REPORTS<br><input type="checkbox"/> FILING<br><input type="checkbox"/> MAILROOM<br><input type="checkbox"/> PARALEGAL<br><input type="checkbox"/> PURCHASING<br><input type="checkbox"/> SCHEDULING<br><input type="checkbox"/> SHIPPING/RECEIVING<br><input type="checkbox"/> SHORTHAND<br><input type="checkbox"/> STAFFING<br><input type="checkbox"/> SUPERVISING<br><input type="checkbox"/> SWITCHBOARD<br><input type="checkbox"/> PARALEGAL<br><input type="checkbox"/> PURCHASING<br><input type="checkbox"/> SHIPPING/RECEIVING<br><input type="checkbox"/> SHORTHAND<br><input type="checkbox"/> SWITCHBOARD<br><input type="checkbox"/> TEN KEY<br><input type="checkbox"/> WORD PROCESSING<br><input type="checkbox"/> OTHER _____<br><b>SOFTWARE:</b><br><input type="checkbox"/> ACCESS <input type="checkbox"/> QUICKBOOKS<br><input type="checkbox"/> ACROBAT <input type="checkbox"/> QUICKEN<br><input type="checkbox"/> EXCEL <input type="checkbox"/> WORD<br><input type="checkbox"/> HTML <input type="checkbox"/> WORD PERFECT<br><input type="checkbox"/> LOTUS 123<br><input type="checkbox"/> LOTUS NOTES<br><input type="checkbox"/> MAC<br><input type="checkbox"/> PC/WINDOWS<br><input type="checkbox"/> PHOTOSHOP |
|---|--|---|

**EMPLOYMENT HISTORY**

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary
Job Title		Reason for Leaving	

Locations You Are Available to Work: .....

What other agencies have you applied with: .....

What companies have you interviewed with: .....

**GENERAL**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <b>Yes</b>               | <b>No</b>                |  |
| <input type="checkbox"/> | <input type="checkbox"/> | May we contact your current employer for references?   |
| <input type="checkbox"/> | <input type="checkbox"/> | If hired, will you be able to work overtime?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which have not been annulled, expunged or seals by court? (A "yes" response does not automatically disqualify your application.) |

**CERTIFICATION & AUTHORIZATION**

**The above information is true and correct. I understand that, in the event of my employment by HKA Staffing Services, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.**

I authorize HKA Staffing Services to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the HKA Staffing Services and will hold the HKA Staffing Services and my former employer(s) harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with HKA Staffing Services is intended to create an employment contract between myself and HKA Staffing Services under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by myself or HKA Staffing Services at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents that verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

HKA Applicants Signature

Date