



JOB APPLICATION -clerical

Today's Date _____

Name _____ SS# _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Drivers License # _____

Employment Desired

Position _____ Date You Can Start _____

Salary Desired _____ Are You Employed Now? _____

Education

Are You a High School Graduate or Equivalent? _____

College Attended _____ Graduated? _____

List Any Tree Care Related Studies _____

Former Employers (Most Recent First)

Employer 1: _____ Dates of Employment _____

Position _____ Salary _____

Contact Person _____ Phone _____

Reason For Leaving _____

Employer 2: _____ Dates of Employment _____

Position _____ Salary _____

Contact Person _____ Phone _____

Reason For Leaving _____

Employer 3: _____ Dates of Employment _____

Position _____ Salary _____

Contact Person _____ Phone _____

Reason For Leaving _____

References

1. Name _____	Address _____
Phone _____	Years Acquainted _____
2. Name _____	Address _____
Phone _____	Years Acquainted _____
3. Name _____	Address _____
Phone _____	Years Acquainted _____

- *List Office Skills You Possess.* _____

- *What Office Equipment Are You Familiar With?* _____

- *Typing Skills ?* _____ *WPM ?* _____
- *List Computer Applications You Are Familiar With?* _____

- *Briefly Describe What Abilities You Could Bring To Lam Tree Service Which Would Help The Company.*

I attest that all information listed above is true to the best of my knowledge. I understand that any misrepresentation or false statements made on any part of this application will be cause for non-consideration of hire.

Applicant Signature

Date

