



1400 E. Boulder St. Suite 700
Colorado Springs, CO 80909

Today's Date _____

Personal Information

NAME: _____

POSITION DESIRED _____

HOME ADDRESS:

CONTACT PHONE: _____

Best time to Call: _____

How did you hear about us?

Have you applied with us before? Y N
When _____

When would you be able to start? _____

Are you currently employed? Y N

May we contact your current employer? Y N

Why are you leaving? _____

Can you work 8am – 5pm? Y N

If not, what hours are you available? _____

Desired Compensation: _____

Are you legally able to work in the US? Y N

Are you over 18 years of age? Y N
(if not, age subject to verification)

Have you ever been convicted of a felony? Y N

If yes, please explain: _____

Professional Organizations (excluding those which may disclose your race, color, religion or origin)

Leadership Skills

Please describe your leadership skills and what leadership roles you have held.

Technical Skills

- 10 key spm _____
- Accounting
- Filing
- Typing wpm _____
- Billing/Claims
- Cash Handling
- MS Word
- Scheduling
- Other _____
- MS Excel
- Reception
- MS PowerPoint
- Data Entry

Education

HIGH SCHOOL:

Name _____

Graduated _____ Y _____ N _____

HIGHER LEVELS OF EDUCATION

Business/Trade School: School Name _____ Graduated _____ Y _____ N _____

Area of Study _____

Undergraduate: School Name _____ Graduated _____ Y _____ N _____

Area of Study _____

Graduate: School Name _____ Graduated _____ Y _____ N _____

Area of Study _____

References

Please provide 2 professional references and 1 personal reference

Employer _____ Contact _____

Phone Number _____ Relation _____

Employer _____ Contact _____

Phone Number _____ Relation _____

Personal Reference _____ Contact _____

Phone Number _____ Relation _____

Employment History

Last 3 employers (Beginning with the most recent: chronologically)

Check which Applies:

Resume Attached (skip this section)

No Resume attached (complete this section)

JOB 1:

Company Name and Address

Position Held and Job Responsibilities

Compensation: Starting _____
Ending _____

Employment Dates: Start Date _____
End Date _____

Supervisor Name and Phone Number

Name _____

Phone _____

Employment History Cont.

JOB 2

Company Name and Address

Position Held and Job Responsibilities

Compensation: Starting _____
Ending _____

Employment Dates: Start Date _____
End Date _____

Supervisor Name and Phone Number

Name _____
Phone _____

JOB 3

Company Name and Address

Position Held and Job Responsibilities

Compensation: Starting _____
Ending _____

Employment Dates: Start Date _____
End Date _____

Supervisor Name and Phone Number

Name _____
Phone _____

Acknowledgement Statement

The information provided in this Application for Employment is true, and complete. If you employ me, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment creates no obligation upon you, the employer, to continue to employ me in the future.

Date

Signature

Official Use Only

- Candidate meets requirements for position indicated on application
- Candidate meets requirements for another position within the department
- Candidate meets requirements for another position within the organization
- Forwarded to _____ for further consideration
- Candidate hired for _____ (position/department)
- Drug Test Completed Date of offer _____ Start Date _____