



THE METROPOLITAN COMPANIES, INC.

LAST NAME		FIRST NAME		MI	HOME PHONE	PAGER/CELL/SVC/MSG	
					()	()	
STREET ADDRESS				OTHER/PARENTS NUMBER		SOCIAL SECURITY #	
				()			
CITY	STATE	ZIP CODE	POSITION DESIRED		DATE OF BIRTH	SALARY EXPECTED	

EDUCATION - ALL FORMAL INCLUDING U.S. MILITARY SCHOOLS

INSTITUTION / LOCATION	FROM		TO		GRADUATED?	DEGREE REC.	MINOR MAJOR
	MONTH	YEAR	MONTH	YEAR			
HIGH SCHOOL							
COLLEGE/ UNIVERSITY							
MILITARY /TECH SCHOOL/OTHER							

EMAIL :	WOULD YOU LIKE : <input type="checkbox"/> TEMP or <input type="checkbox"/> TEMP TO PERM	HOW DID YOU HEAR ABOUT US?
CITIZENSHIP <input type="checkbox"/> U.S. <input type="checkbox"/> PERMANENT RESIDENT <input type="checkbox"/> OTHER		WILL YOU ACCEPT NIGHT WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF ONLINE WHICH WEBSITE DO YOU USE?(MONSTER,YAHOO,ETC..)		

EMPLOYMENT HISTORY

FROM	TO	FIRM NAME & ADDRESS	POSITION/DUTIES	SALARY	REASON FOR LEAVING	SUPERVISOR NAME & PHONE #

REFERENCES

LIST 3 FORMER SUPERVISORS OR PEERS FAMILIAR WITH YOUR WORK (EXCLUDE RELATIVES)

NAME	OCCUPATION	ADDRESS	TELEPHONE #

What newspapers do you read?		DO YOU HAVE A VALID DRIVERS LICENSE?
NY TIMES <input type="checkbox"/>	DAILY NEWS <input type="checkbox"/>	DO YOU DRIVE?
BACKSTAGE <input type="checkbox"/>	VOICE <input type="checkbox"/>	DO YOU OWN A CAR?
NEWSDAY <input type="checkbox"/>	STATEN ISLAND ADVANCE <input type="checkbox"/>	DO YOU SPEAK ANY OTHER LANGUAGES FLUENTLY? (LIST)
EL DIARIO <input type="checkbox"/>	OTHER <input type="checkbox"/>	HAVE YOU EVER BEEN CONVICTED OF A FELONY?

PLEASE READ: You are not obligated to accept any job assignment. However, if you are on unemployment insurance (U.I.) a refusal of work could jeopardize your U.I. benefits. Also, you must inform this office on the last day when your assignment with us ends. If not, this may jeopardize your U.I. benefits. All employees are bonded when assigned to a job. Our bonding company has been instructed to prosecute all dishonest acts to the full extent of the law. Also, I agree to obtain written permission before I accept temporary or permanent work directly from one of Metropolitan's clients or subsidiaries to whom I have been previously assigned.

I have read and understand the above. SIGNED _____ DATE _____

PLEASE CHECK ALL APPLICABLE SKILLS

SECRETARIAL					ACCOUNTING				
LEGAL <input type="checkbox"/>		MEDICAL <input type="checkbox"/>			ACCOUNTING CLERK <input type="checkbox"/>		PAYROLL <input type="checkbox"/>		
F) PROOFREADING <input type="checkbox"/> SYMBOLS <input type="checkbox"/> RED LINING <input type="checkbox"/> BLACK LINING		<input type="checkbox"/> F.L.H <input type="checkbox"/> PITTMAN <input type="checkbox"/> GREGG <input type="checkbox"/> SP.WRITING			BILLING CLERK <input type="checkbox"/>		BANK RECONCILIATION <input type="checkbox"/>		
CLERICAL					POSTING A/P <input type="checkbox"/>		FULL CHARGE <input type="checkbox"/>		
FILING <input type="checkbox"/>		FLYER DISTRIBUTION <input type="checkbox"/>			POSTING A/R <input type="checkbox"/>		BOOKEEPING <input type="checkbox"/>		
DATA ENTRY <input type="checkbox"/>		MESSENGER <input type="checkbox"/>			POSTING GENERAL LEDGER <input type="checkbox"/>		SENIOR ACCOUNTANT <input type="checkbox"/>		
MAILROOM <input type="checkbox"/> PITNEY BOWES <input type="checkbox"/> OTHER		CAN YOU LIFT? <input type="checkbox"/> BOXES <input type="checkbox"/> LIGHT <input type="checkbox"/> FILES <input type="checkbox"/> HEAVY			POSTING GENERAL LEDGER <input type="checkbox"/>		STAFF ACCOUNTANT <input type="checkbox"/>		
					FRONT DESK – HOW LONG _____				
					HOW MANY LINES _____				
WORD PROCESSING					OFFICE USE ONLY				
PC SOFTWARE		HOW LONG	LIGHT	HEAVY	SCORES	<input type="checkbox"/> SWITCHBOARD			
TYPING						HOW LONG _____			
MS WORD						HOW MANY LINES _____			
EXCEL						LIST THE PHONE SYSTEMS YOU HAVE WORKED ON _____ _____ _____			
ACCESS									
POWER POINT									
OUTLOOK									
MAC / PC									
ADOBE PHOTO SHOP									
GRAPHICS									
INTERNET INTERNET EXPLORER		_____	_____	_____					
WORD PERFECT						HAVE YOU EVER WORKED AS A TEMP BEFORE? IF SO, PLEASE LIST			
LOTUS 123/ NOTES									
PUBLISHER 97/98									
ACT									
					1) ASSIGNMENT/ LOCATION: _____		HOURLY RATE OF PAY: _____		
					SUPERVISOR NAME _____		PHONE NUMBER () _____		
					2) ASSIGNMENT/ LOCATION: _____		HOURLY RATE OF PAY: _____		
					SUPERVISOR NAME _____		PHONE NUMBER () _____		
					3) ASSIGNMENT/ LOCATION: _____		HOURLY RATE OF PAY: _____		
					SUPERVISOR NAME _____		PHONE NUMBER () _____		
					4) ASSIGNMENT/ LOCATION: _____		HOURLY RATE OF PAY: _____		
					SUPERVISOR NAME _____		PHONE NUMBER () _____		

TELEMARKETING SALES

HAVE YOU EVER MADE COLD CALLS? _____

HAVE YOU EVER WORKED IN A CALL CENTER? _____

HOW MANY CALLS CAN YOU MAKE IN A DAY? _____

EVALUATION					INTERVIEWED BY: _____		DATE: _____	
	EX.	GOOD	AVG.	POOR	COMMENTS			
SPEECH								
DRESS								
POISE								
MANNERS								
PERSONALITY								
ATTITUDE								
FLEXIBILITY								
WORK BKGRND.								
SKILLS								