



Manpower®

Application

Manpower is an Equal Opportunity Employer.

Home Phone:	Mobile Phone:	Date:
Last name:	First name:	Middle initial:
Primary address:		Apt:
City:	State:	Zip:
Pay address (if different from above):		Apt:
City:	State:	Zip:
Resident township/county:		
Email address:	Referred by:	
Are you presently 18 years of age or older?	<input type="checkbox"/> yes <input type="checkbox"/> no	
Are you a U.S. citizen or do you have a legal right to work in the U.S.?	<input type="checkbox"/> yes <input type="checkbox"/> no	
Do you have reliable transportation?	<input type="checkbox"/> yes <input type="checkbox"/> no	
What is your highest level of education completed?	<input type="checkbox"/> high school/GED <input type="checkbox"/> graduate school	<input type="checkbox"/> college/vocational school <input type="checkbox"/> other
Are you currently a student?	<input type="checkbox"/> yes <input type="checkbox"/> no	if "yes" <input type="checkbox"/> full-time <input type="checkbox"/> part-time
Have you ever worked for this office or another Manpower office? <input type="checkbox"/> yes <input type="checkbox"/> no		
If "yes", which office(s)?		
Indicate the type(s) of work you are interested in:		
<input type="checkbox"/> administrative/office <input type="checkbox"/> contact center/data entry <input type="checkbox"/> light industrial <input type="checkbox"/> heavy industrial <input type="checkbox"/> marketing <input type="checkbox"/> medical <input type="checkbox"/> professional/technical		
What is your minimum hourly wage requirement?		When can you start work?
How long are you available for work?	Are you looking for work other than temporary work? <input type="checkbox"/> yes <input type="checkbox"/> no	
Indicate what days/hours you are available for work:		
Indicate shifts you would be willing to work:		
<input type="checkbox"/> first <input type="checkbox"/> second <input type="checkbox"/> third <input type="checkbox"/> full time <input type="checkbox"/> part time <input type="checkbox"/> weekends <input type="checkbox"/> rotating		
If permitted by applicable law, would you be willing to take a drug test?		<input type="checkbox"/> yes <input type="checkbox"/> no
Have you ever had a U.S. security clearance rating?		<input type="checkbox"/> yes <input type="checkbox"/> no
Emergency contact name:		Phone:

Work History List current or most recent first, continued on next page – please print

From:	To:	Employer:	Address:
Phone:	May we contact?		Supervisor:
Pay rate:	<input type="checkbox"/> full time <input type="checkbox"/> part time <input type="checkbox"/> temporary	Job title:	
Reason for leaving:			
Job duties:			

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Work History (continued from page 1)

From:	To:	Employer:	Address:
Phone:	May we contact?	<input type="checkbox"/> yes <input type="checkbox"/> no	Supervisor:
Pay rate:	<input type="checkbox"/> full time <input type="checkbox"/> part time <input type="checkbox"/> temporary	Job title:	
Reason for leaving:			
Job duties:			

From:	To:	Employer:	Address:
Phone:	May we contact?	<input type="checkbox"/> yes <input type="checkbox"/> no	Supervisor:
Pay rate:	<input type="checkbox"/> full time <input type="checkbox"/> part time <input type="checkbox"/> temporary	Job title:	
Reason for leaving:			
Job duties:			

Education

School Type	School name	City, State	Degree(s)	Course of study	Dates attended
High School					
College/Vocational School					
Graduate School					
Other					

Qualifications/Certifications (Examples include: Safety training courses, network administrator, licensed teacher, CPA, etc.)

Name	Type	Issuing authority	Expiration date	Document number
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Check the general job categories below in which you have experience and are interested in working.

Then, go to the corresponding section(s) and answer the additional questions.

If you have no experience, but you are interested in one or more of the general job categories below, please check the appropriate box(es). Then, stop here and give your application to the Manpower representative for further discussion.

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Administrative, general office, clerical, financial, computer skills | Go to Section A |
| <input type="checkbox"/> Data entry, customer service, contact center, marketing support | Go to Section B |
| <input type="checkbox"/> Assembly, production, industrial, warehouse, skilled trades | Go to Section C (back cover) |

Section A Administrative, general office, clerical, financial, computer skills – Continued on next page**Administrative/Clerical**

Skill	Years experience	Skill	Years experience	Skill	Years experience	Skill	Years experience
<input type="checkbox"/> Copying		<input type="checkbox"/> Filing		<input type="checkbox"/> Keyboard/typing		<input type="checkbox"/> Mailroom	
<input type="checkbox"/> Proofreading		<input type="checkbox"/> Reception		<input type="checkbox"/> Switchboard		<input type="checkbox"/> Administrative Assistant	
<input type="checkbox"/> Statistical		Typing speed (words per minute):					

Financial

Skill	Years experience	Skill	Years experience	Skill	Years experience	Skill	Years experience
<input type="checkbox"/> Accounting		<input type="checkbox"/> Banking/teller		<input type="checkbox"/> Bookkeeping		<input type="checkbox"/> Credit/collections	
<input type="checkbox"/> Payables		<input type="checkbox"/> Payroll		<input type="checkbox"/> Cash application		<input type="checkbox"/> Receivables	

Equipment

Skill	Years experience	Skill	Years experience	Phone Systems	Number lines/extensions
<input type="checkbox"/> Copier		<input type="checkbox"/> Fax		incoming lines for phone system	
<input type="checkbox"/> Calculator		<input type="checkbox"/> Phone system		extensions for phone system	

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Section A Administrative, general office, clerical, financial, computer skills – Continued from previous page**Computer Skills**

Application	Software (Include version. Example: Microsoft Word 2010, Lotus Notes 8.5)	Years experience
Word processing		
Spreadsheet		
Database management		
Desktop publishing		
Presentation development		
Email		
Electronic scheduling		
Project management		
Operating systems		
Other applications/packages		
Additional skills:		

Section B Data entry, customer service, contact center, marketing support**Data Entry Application** (Image based or Paper based entry)

Image	Years experience	Paper	Years experience	Image	Years experience	Paper	Years experience
<input type="checkbox"/> Bank Proof		<input type="checkbox"/> Bank Proof		<input type="checkbox"/> Shipping & receiving		<input type="checkbox"/> Shipping & receiving	
<input type="checkbox"/> Credit		<input type="checkbox"/> Credit		<input type="checkbox"/> New accounts		<input type="checkbox"/> New accounts	
<input type="checkbox"/> Insurance		<input type="checkbox"/> Insurance		<input type="checkbox"/> Order entry		<input type="checkbox"/> Order entry	
<input type="checkbox"/> Inventory		<input type="checkbox"/> Inventory		<input type="checkbox"/> Remittance/encoding		<input type="checkbox"/> Remittance/encoding	
<input type="checkbox"/> Loans		<input type="checkbox"/> Loans		Data entry keystrokes per hour:			

Document Preparation

Skill	Years experience	Skill	Years experience	Skill	Years experience	Skill	Years experience
<input type="checkbox"/> Batch		<input type="checkbox"/> Code		<input type="checkbox"/> File		<input type="checkbox"/> Microfilm	
<input type="checkbox"/> Proof		<input type="checkbox"/> Scan		<input type="checkbox"/> Sort		<input type="checkbox"/> Automatic mail opener/sorter	

Contact Center Processing

Inbound	Years experience	Outbound	Years experience	Inbound	Years experience	Outbound	Years experience
<input type="checkbox"/> Collections		<input type="checkbox"/> Collections		<input type="checkbox"/> Customer service		<input type="checkbox"/> Customer service	
<input type="checkbox"/> Help desk		<input type="checkbox"/> Help desk		<input type="checkbox"/> Insurance claims		<input type="checkbox"/> Insurance claims	
<input type="checkbox"/> Research/surveys		<input type="checkbox"/> Research/surveys		<input type="checkbox"/> Telemarketing		<input type="checkbox"/> Telemarketing	
<input type="checkbox"/> Order entry		<input type="checkbox"/> Order entry					

Equipment

Type	Machine Name	Type	Machine Name	Type	Machine Name
<input type="checkbox"/> PC		<input type="checkbox"/> Document jogger		<input type="checkbox"/> Interactive terminal to mainframe	
<input type="checkbox"/> Bank proof		<input type="checkbox"/> Remittance/encoding		<input type="checkbox"/> Automated mail opener	
<input type="checkbox"/> Scanner		Additional equipment:			

Marketing

Years experience	Years experience	Years experience
<input type="checkbox"/> Cashier	<input type="checkbox"/> Coupon distribution	<input type="checkbox"/> Demonstrations
<input type="checkbox"/> Detailing	<input type="checkbox"/> Merchandising	<input type="checkbox"/> Sales
<input type="checkbox"/> Shopper	<input type="checkbox"/> Telemarketing	<input type="checkbox"/> Trainer
Additional skills:		

Section C Assembly, production, industrial, warehouse, skilled trades**Warehouse/Distribution**

Skill	Years experience	Skill	Years experience	Skill	Years experience
<input type="checkbox"/> Material Handling		<input type="checkbox"/> Order picking		<input type="checkbox"/> Driving	
<input type="checkbox"/> CDL		<input type="checkbox"/> Chauffeur's license		<input type="checkbox"/> Packing	
<input type="checkbox"/> Stocking		<input type="checkbox"/> Shipping/receiving			
<input type="checkbox"/> Forklift operation		Type:			

Assembly/Production

Skill	Years experience	Skill	Years experience	Skill	Years experience
<input type="checkbox"/> Assembly		<input type="checkbox"/> Bindery work		<input type="checkbox"/> Quality technician	
<input type="checkbox"/> Injection molding		<input type="checkbox"/> Mailing		<input type="checkbox"/> Sheet metal fabrication	
<input type="checkbox"/> Electronic assembly		<input type="checkbox"/> Through-hole		<input type="checkbox"/> SMT	
<input type="checkbox"/> Grinding		<input type="checkbox"/> Polishing		<input type="checkbox"/> Sanding	
<input type="checkbox"/> Semi-conductor assembly		<input type="checkbox"/> Machine operation		Type:	

Skilled Trades

Skill	Years experience	Skill	Years experience	Skill	Years experience
<input type="checkbox"/> Auto repair technician		<input type="checkbox"/> CNC/NC machinist		<input type="checkbox"/> Industrial electrician	
<input type="checkbox"/> Machine setup		<input type="checkbox"/> Maintenance mechanic		<input type="checkbox"/> Millwright/industrial mechanic	
<input type="checkbox"/> Pattern maker		<input type="checkbox"/> Robotics		<input type="checkbox"/> Tool and die	
<input type="checkbox"/> Welding		<input type="checkbox"/> Woodworking			
<input type="checkbox"/> Measuring tools		Type:			

Industrial

Skill	Years experience	Skill	Years experience	Skill	Years experience
<input type="checkbox"/> Food handling		<input type="checkbox"/> Inventory		<input type="checkbox"/> Janitorial	
<input type="checkbox"/> Landscaping		<input type="checkbox"/> Meter reading		<input type="checkbox"/> Trades helper	

Additional skills:

Safety Equipment What personal protective equipment (PPE) do you have experience using? Please be specific.

Footwear	Safety glasses	Gloves
<input type="checkbox"/> Leather workshoes	<input type="checkbox"/> Non-prescription	<input type="checkbox"/> Chemical
<input type="checkbox"/> Metatarsal guards	<input type="checkbox"/> Prescription	<input type="checkbox"/> Cut resistant
<input type="checkbox"/> Slip resistant	<input type="checkbox"/> Side shields	<input type="checkbox"/> Heat reflective
<input type="checkbox"/> Static dissipative	<input type="checkbox"/> Other	<input type="checkbox"/> Latex
<input type="checkbox"/> Steel toed		<input type="checkbox"/> Leather
<input type="checkbox"/> Other		<input type="checkbox"/> Other

I hereby certify that the information provided in this application is true and correct. I understand that my employment may be terminated immediately upon discovery that any information is false.

Signature

Date

For Manpower office use only

Reviewed by:	Date:
Intake Scheduled? <input type="checkbox"/> yes	Date: Time:
Comments:	
Primary skill(s):	