



# DAY PERSONNEL, INC.

Somerset - Troy Place Suite 119  
3001 W. Big Beaver Road  
Troy, MI 48084

(248) 649-6797 FAX 248-649-2496  
Email: Dayinc@AOL.com

DBA/Dorothy Day Personnel of Troy, Inc. since 1953

http:// www.daypersonnel.com

NAME IN FULL		DATE	SOCIAL SECURITY NUMBER	
STREET ADDRESS				RESIDENCE PHONE
CITY/STATE/ZIP			BUSINESS PHONE	
AUTOMOBILE	DRIVER'S LICENSE NUMBER	PERCENT OF TRAVEL	CELL PHONE/PAGER	
RELOCATE?	PREFERRED GEOGRAPHIC AREA	U.S.CITIZEN?	VISA PAPERS, ETC.	EMAIL ADDRESS
PREFERRED POSITION		SECOND CHOICE	LEAST SALARY ACCEPTABLE	

### EMPLOYMENT RECORD (Present or most recent employer first)

Dates	Firm Name/Address	Business	Position	Salary	Reason for Leaving
FROM					
TO					
FROM					
TO					
FROM					
TO					

### EDUCATION

Name of School/Location	Major	Degree	Years	Average Grades
HIGH				
COLLEGE				
OTHER				

### PROFESSIONAL REFERENCES

Name	Address	Phone

CHECK, CIRCLE OR MANUALLY WRITE IN ANY OF THE FOLLOWING IN WHICH YOU HAVE KNOWLEDGE OR EXPERIENCE

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Secretary-Steno/Administrative | <input type="checkbox"/> Accountant                   | <input type="checkbox"/> Clerk (Kind: _____)           |
| <input type="checkbox"/> Data Entry (Alpha Numeric)     | <input type="checkbox"/> Credit-Collection            | <input type="checkbox"/> Shop Foreman                  |
| <input type="checkbox"/> Dictaphone or/and Shorthand    | <input type="checkbox"/> Estimator (Kind: _____)      | <input type="checkbox"/> Supervisor                    |
| <input type="checkbox"/> General Clerical               | <input type="checkbox"/> Industrial Relations         | <input type="checkbox"/> Financial                     |
| <input type="checkbox"/> Receptionist                   | <input type="checkbox"/> Purchasing                   | <input type="checkbox"/> Research (Kind: _____)        |
| <input type="checkbox"/> Advertising                    | <input type="checkbox"/> Lab Technician (Kind: _____) | <input type="checkbox"/> Programming: _____            |
| <input type="checkbox"/> Writer                         | <input type="checkbox"/> Shipping/Receiving           | _____  |
| <input type="checkbox"/> Sales (Kind: _____)            | <input type="checkbox"/> Scheduling                   | <input type="checkbox"/> Software: _____               |
| <input type="checkbox"/> Office Manager                 | <input type="checkbox"/> Expediting                   | <input type="checkbox"/> Hardware: _____               |
| <input type="checkbox"/> Legal (Kind: _____)            | <input type="checkbox"/> Engineer (Kind: _____)       | _____  |
| <input type="checkbox"/> Medical (Kind: _____)          | <input type="checkbox"/> Insurance                    | <input type="checkbox"/> Specialized Experience: _____ |
| <input type="checkbox"/> Accounts Payable/Receivable    |   |  |

- I hereby authorize you to represent me on the basis of the above information, which is true to the best of my knowledge.
- I hereby give you the authorization to verify the information obtained in this application.
- I hereby agree to maintain all information received from the agency confidential and for my use only.
- I hereby agree to immediately report the results of all interviews with prospective employers to the Day Personnel agency.

APPLICANT SIGNATURE \_\_\_\_\_

CONSULTANT SIGNATURE \_\_\_\_\_