



MIMES PERSOIVNEL GEM . INC

**APPLICATION**

Name		Date	
Address			
City		State	Zip
Social Security No	Own Car	Citizen	No. of Dependents
Home Phone	Business Phone	Cell Phone	
email address			

**Education History**

SCHOOL	DEGREE	MAJOR/MINOR

**Employment History**

(List Current Employer *FIRST*)

EMPLOYER		CITY/STATE	FROM/TO
POSITION	SALARY	REASON FOR LEAVING	
EMPLOYER		CITY/STATE	FROM/TO
POSITION	SALARY	REASON FOR LEAVING	
EMPLOYER		CITY/STATE	FROM/TO
POSITION	SALARY	REASON FOR LEAVING	
EMPLOYER		CITY/STATE	FROM/TO
POSITION	SALARY	REASON FOR LEAVING	
EMPLOYER		CITY/STATE	FROM/TO
POSITION	SALARY	REASON FOR LEAVING	

Position Sought	Salary Required
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**Skills**

Typing (wpm)	Data Entry	Check the software in which you are experienced G - (Good) or S (slight)
Foreign Languages		
Other Software		
Other Skills		

**References**

WORK		PERSONAL		G	S
NAME	PHONE	NAME	PHONE	MS Word	
NAME	PHONE	NAME	PHONE	MS Excel	
NAME	PHONE	NAME	PHONE	Powerpoint	
NAME	PHONE	NAME	PHONE	Access	
NAME	PHONE	NAME	PHONE	Quickbooks	
NAME	PHONE	NAME	PHONE	SAP	
NAME	PHONE	NAME	PHONE	MAS 90	
NAME	PHONE	NAME	PHONE	Oracle	
NAME	PHONE	NAME	PHONE	ADP	