

SPECIALIZED SKILLS

A. SECRETARIAL/CLERICAL SKILLS:

<input type="checkbox"/> Word Processing Software: _____	<input type="checkbox"/> Spreadsheet Software: _____	<input type="checkbox"/> Database Software: _____	<input type="checkbox"/> Keyboarding _____ wpm
_____	_____	_____	<input type="checkbox"/> Other _____
_____	_____	_____	_____
<input type="checkbox"/> Data Entry		<input type="checkbox"/> Graphics/Publishing _____	

B. COMPUTER SKILLS:

PC Mac

Please specify computer systems courses you have taken and your working knowledge of computer software:

C. TECHNICAL SKILLS: _____

D. LANGUAGE SKILLS: Spoken: _____ Written: _____

E. VALID DRIVER'S LICENSE: Yes No Class: _____ State: _____ No.: _____

F. Professional Qualifications/Memberships/Licenses: _____

PREVIOUS EMPLOYMENT

(past 5 years, beginning with most recent. Attach additional sheets if necessary)

Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:
Duties:	
Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:
Duties:	
Name of Employer:	Address:
Last Position Held:	Phone:
Name of Supervisor:	Reason for Leaving:
Period Employed:	Final Salary:
Duties:	

REFERENCES

List three persons, other than relatives or personal friends, who can judge your work ability.

NAME & TELEPHONE

COMPANY & TITLE

1. _____
2. _____
3. _____

May we contact your present employer for a reference? Yes No Previous Employers? Yes No

If no, please state reasons: _____

RACE/ETHNICITY-OPTIONAL

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> American Indian | <input type="checkbox"/> Alaska Native | <input type="checkbox"/> Black/African American | <input type="checkbox"/> Latin American/Latino |
| <input type="checkbox"/> Mexican/Mexican American | <input type="checkbox"/> Chinese/Chinese American | <input type="checkbox"/> East Indian/Pakistani | <input type="checkbox"/> Filipino/Pilipino |
| <input type="checkbox"/> White/Caucasian | <input type="checkbox"/> Other (please specify) _____ | | |

OTHER INFORMATION

Please use this space to enlarge upon other relevant information, skills, education, training, previous employment, special achievements, job interests, volunteer work, hobbies, or any additional information that you feel should be added to this application.

If you wish to attach your resume, please do so. RESUME ATTACHED

Declaration:

It is understood and agreed that Victims For Justice may at anytime seek verification of the above and further information in considering my suitability for any position, or benefits, at Victims For Justice. I hereby request and authorize anyone approached by Victims For Justice, its employees and agents, to provide them with any and all information requested to the best of their ability. I hereby release Victims For Justice, its employees and agents, and anyone providing information pursuant to a request from Victims For Justice to provide information about me, from any and all claims whatsoever which may arise as a result of the release of such information. I understand and agree that any omission, false or misleading statement may disqualify me from employment, or result in dismissal. A photographic copy of this authorization shall be as valid as the original.

_____ Date

_____ Signature of Applicant

Thank you for taking the time to complete this application and for your interest in Victims For Justice.