



**Employment History**

**Please list most recent employer first**

**Please complete entire page even if you have attached your resume**

Company Name: \_\_\_\_\_ Your Title: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Your Supervisor: \_\_\_\_\_

Start/End Dates: \_\_\_\_\_ Start/End Salary: \_\_\_\_\_

Primary Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Company Name: \_\_\_\_\_ Your Title: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Your Supervisor: \_\_\_\_\_

Start/End Dates: \_\_\_\_\_ Start/End Salary: \_\_\_\_\_

Primary Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Company Name: \_\_\_\_\_ Your Title: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Your Supervisor: \_\_\_\_\_

Start/End Dates: \_\_\_\_\_ Start/End Salary: \_\_\_\_\_

Primary Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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**Please explain any significant gaps on your resume and list any other information that may be pertinent to your work experience.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Skills**

Secretarial Experience (if applicable)			
<input type="checkbox"/> General Secretary	<input type="checkbox"/> Executive Secretary	<input type="checkbox"/> Legal Secretary	<input type="checkbox"/> Other
<input type="checkbox"/> Typing Speed	<input type="checkbox"/> Dictaphone	<input type="checkbox"/> Short Hand	<input type="checkbox"/> Rate
Word Processing Experience (if applicable)			
<input type="checkbox"/> Create/Edit	<input type="checkbox"/> Merge	<input type="checkbox"/> Macros	<input type="checkbox"/> Creation of Styles
<input type="checkbox"/> Tables/columns	<input type="checkbox"/> Paragraph Numbering	<input type="checkbox"/> Marking and generation of table of contents	<input type="checkbox"/> Marking and Generation of Table of Authorities
Paralegal Experience (if applicable)			
<input type="checkbox"/> Trial Expenses	<input type="checkbox"/> Database Management	<input type="checkbox"/> Cite-Checking	<input type="checkbox"/> Lexis/Westlaw
<input type="checkbox"/> Software	<input type="checkbox"/> Document Production- Management	<input type="checkbox"/> Propound/Respond to Discovery	
Reception Experience (if applicable)			
<input type="checkbox"/> Desk Phone	<input type="checkbox"/> Console	<input type="checkbox"/> Switchboard	<input type="checkbox"/> Other
<input type="checkbox"/> Rolm	<input type="checkbox"/> Centrex	<input type="checkbox"/> Merlin	<input type="checkbox"/> Other

So that we will not waste your time in duplicating your efforts, please list any agencies you have contacted:

\_\_\_\_\_

\_\_\_\_\_

Please tell us where you have interviewed within the last 12 months:

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

I authorize Anderson Staffing, Inc. to verify all information given in this application. Additionally, shall I accept a position with any company that I have been referred to by Anderson Staffing, Inc. within one year's time from the date of referral, I agree to inform Anderson Staffing, Inc. immediately.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Anderson Staffing, Inc. is an equal opportunity employer and supports non-discriminatory interviewing and hiring practices. We are dedicated to a policy of non-discrimination in employment on any basis including: race, creed, color, age, sex, religion, sexual orientation, veteran status, marital status, physical disability, or national origin. Any information given above will be used in a professional, non-discriminatory manner to assist applicants in finding suitable employment.