

Your Outsourced HR Department

Corporate Office
 8259 122nd Ave NE, Suite 300, Kirkland, WA 98033
 Phone: (425) 576-1900 Fax: (425) 576-1910

HR DEPARTMENT ONLY	
Date Received	_____
Company	_____

NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION. TODAY'S DATE _____

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

HOME OR MESSAGE PHONE () _____ WORK () _____ E-MAIL _____

SOCIAL SECURITY NUMBER _____ STARTING WAGE/SALARY EXPECTATIONS? _____

For what position are you applying? _____ What date are you available to start work? _____

Shift(s) Available: Days Evenings Nights Would you prefer to work: Full time Part time Temporary

Will visa or immigration status prevent lawful employment? Yes No (Proof of right to work in the U.S. will be required if hired)

Are you 18 years or older? Yes No (If no, employment is subject to minimum legal age requirements.)

Have you been convicted of a felony or released from prison within the past 10 years for an offense that may reasonably relate to the job duties of the position for which you are applying? A conviction may not necessarily disqualify you from employment. Yes No

If yes, please indicate the date and nature of the offense: _____

Do you have a Non-Compete, Non-Disclosure, or other agreement that might restrict your employment with us? Yes No

Have you ever previously applied to or been employed by this company? If yes, when? _____

How did you learn about this position opening? _____

EDUCATION				
	Name and Location of School	Years Completed	Did you graduate?	Degrees Received
High School				
College				
Trade				
Business, or				
Graduate school				

Were you known by any other name at any job or school listed on this application? If yes, what name(s)? _____

At which school(s)/employer(s) were you known by this other name? _____

SKILLS	
Typing _____ wpm	Ten-key Bookkeeping Receptionist #incoming lines _____ Other _____
Supervision (yrs of experience) _____	Proficient with : Excel Word Access PowerPoint Outlook
Other computer skills/experience _____	
Indicate other skills related to the position you are seeking:	

EQUAL OPPORTUNITY EMPLOYER

Web 4/2001

EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)

Please list your employment history below beginning with the most recent employer, include U.S. military service.

If currently employed, may we contact your employer? Yes No

Employer _____ Type of business _____ Telephone () _____

City _____ State _____ Fax: () _____

Job Title _____ Supervisor _____ Telephone () _____

Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____

Duties _____

Employer _____ Type of business _____ Telephone () _____

City _____ State _____ Fax: () _____

Job Title _____ Supervisor _____ Telephone () _____

Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____

Duties _____

Employer _____ Type of business _____ Telephone () _____

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Duties _____

Employer _____ Type of business _____ Telephone () _____

City _____ State _____ Fax: () _____

Job Title _____ Supervisor _____ Telephone () _____

Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____

Duties _____

I certify that the information given by me is true and complete to the best of my knowledge. I understand that if I am employed, the discovery that I gave false information during the application process may result in immediate dismissal.

I authorize the Company to which I am providing this application (Company) and/or PMSI to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties (including the Company and PMSI) and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release the Company and PMSI from any liability for future references it may provide regarding my work history with the Company.

Due to the large number of applications that PMSI receives, I understand PMSI cannot guarantee that my application will be considered for any or all open positions they or the Company may have or that my application will be considered for any specific time. In the event of employment, I understand that I am required to abide by all current and subsequently issued rules and regulations of the Company and that my employment and compensation may be terminated, at any time, with or without notice, by either party.

Signature of Applicant

Date