

If you are under 18 years of age, can you provide a work permit?

Yes\_\_\_ No\_\_\_

- When are you available to begin work? \_\_\_\_\_
- Are you able to perform the essential functions of the job for which you are applying? *Note: We comply with the Americans with Disabilities Act and will consider reasonable accommodation measures that may be necessary for eligible applicants to perform essential functions:*  
Yes\_\_\_ No\_\_\_

### III. Skills

- Are you able to operate a personal computer?  
Yes\_\_\_ No\_\_\_

If yes, what types of computer software do you have proficiency in?

\_\_\_\_\_

List any other office machines you can operate:

\_\_\_\_\_

- What knowledge, special skills and/or individual capabilities do you have which especially prepare you for the position applied for?

\_\_\_\_\_

\_\_\_\_\_

### IV. Education

- High School or Trade School

Name & City of School: \_\_\_\_\_

Number of Years Completed: \_\_\_\_\_

Did you graduate?

Yes\_\_\_ No\_\_\_

Degree(s) or Diploma(s): \_\_\_\_\_