

MONTEAGUDO MARKETING EMPLOYMENT APPLICATION

1. GENERAL (REQUIRED)

NAME (LAST)	(FIRST)	(MIDDLE)	DATE OF APPLICATION
PRESENT ADDRESS			APT
CITY	STATE		ZIP
CELL PHONE	HOME PHONE	OTHER: _____	
IF HIRED, CAN YOU PROVIDE PROOF OF CITIZENSHIP OR LEGAL RIGHT TO WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO			
HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENSE OTHER THAN MINOR TRAFFIC VIOLATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, PLEASE EXPLAIN. A CRIMINAL CONVICTION WILL BE CONSIDERED ONLY IN RELATION TO THE JOB FOR WHICH YOU ARE APPLYING. SERIOUSNESS AND NATURE OF THE OFFENSE, TIME ELAPSED, AND REHABILITATION WILL BE TAKEN INTO ACCOUNT. _____			

AN EQUAL OPPORTUNITY EMPLOYER NO PERSON SHALL BE DENIED EMPLOYMENT ON THE BASIS OF RACE, COLOR, ETHNICITY, NATIONAL ORIGIN, SEX/GENDER, SEXUAL ORIENTATION, RELIGION, CREED, DISABILITY (INCLUDING HIV STATUS, AGE, VETERAN STATUS, MARITAL STATUS OR EX-OFFENDER STATUS).

2. POSITION (REQUIRED)

POSITION APPLYING FOR:		WHERE DID YOU HEAR ABOUT THIS JOB?
DATE AVAILABLE TO START:	ARE YOU AVAILABLE TO WORK FULL-TIME? <input type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU HAVE RELIABLE TRANSPORTATION <input type="checkbox"/> YES <input type="checkbox"/> NO
DO YOU HAVE A VALID DRIVERS LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO		

3. CURRENT EMPLOYMENT (REQUIRED IF CURRENTLY EMPLOYED ONLY)

ARE YOU CURRENTLY EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO		CURRENT POSITION	CURRENT EMPLOYER
START DATE	CURRENT RATE/SALARY	REASON FOR LEAVING	
SUPERVISOR NAME		ADDRESS	
CITY	STATE	ZIP	SUPERVISOR PHONE
			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
RESPONSIBILITIES: _____ _____ _____ _____			

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NAME

PAST EMPLOYER #1

4. EMPLOYMENT RECORD

START DATE	END DATE	POSITION	EMPLOYER
RATE/SALARY	REASON FOR LEAVING		
SUPERVISOR NAME		ADDRESS	
CITY	STATE	ZIP	SUPERVISOR PHONE
			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
RESPONSIBILITIES:			

PAST EMPLOYER #2

START DATE	END DATE	POSITION	EMPLOYER
RATE/SALARY	REASON FOR LEAVING		
SUPERVISOR NAME		ADDRESS	
CITY	STATE	ZIP	SUPERVISOR PHONE
			MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
RESPONSIBILITIES:			

5. EDUCATION

COLLEGE, UNIVERSITY OR TECHNICAL SCHOOL	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO YEAR: _____	TYPE OF DEGREE/DIPLOMA	MAJOR	NAME OF SCHOOL
			MINOR	CITY & STATE
COLLEGE, UNIVERSITY OR TECHNICAL SCHOOL	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO YEAR: _____	TYPE OF DEGREE/DIPLOMA	MAJOR	NAME OF SCHOOL
			MINOR	CITY & STATE
HIGH SCHOOL	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO YEAR: _____	TYPE OF DEGREE/DIPLOMA	MAJOR	NAME OF SCHOOL
			MINOR	CITY & STATE
OTHER	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO YEAR: _____	TYPE OF DEGREE/DIPLOMA	MAJOR	NAME OF SCHOOL
			MINOR	CITY & STATE

6. REFERENCES

LIST THREE PERSONS, OTHER THAN RELATIVES & PERSONAL FRIENDS, WHO HAVE A KNOWLEDGE OF YOUR WORK EXPERIENCE AND/OR EDUCATION

NAME/TITLE	PHONE	RELATIONSHIP TO YOU	HOW LONG HAVE THEY WORKED WITH YOU?
NAME/TITLE	PHONE	RELATIONSHIP TO YOU	HOW LONG HAVE THEY WORKED WITH YOU?
NAME/TITLE	PHONE	RELATIONSHIP TO YOU	HOW LONG HAVE THEY WORKED WITH YOU?

7. QUESTIONNAIRE

1.) WHAT ARE YOUR FAVORITE DUTIES OR RESPONSIBILITIES IN YOUR CURRENT OR PAST JOBS?

2.) WHAT IS THE MOST COMMON PROBLEM THAT YOU FACE IN YOUR DAILY LIFE/JOB? HOW DO YOU SOLVE IT?

3.) WHAT DO YOU EXPECT TO BE DOING CAREER-WISE IN 2-5 YEARS FROM NOW?

4.) WHAT DO YOU EXPECT TO BE DOING CAREER-WISE IN 5-10 YEARS FROM NOW?

5.) HOW DO YOU PLAN TO ACHIEVE THOSE CAREER GOALS?

6.) WHAT QUALITIES CAN YOU BRING TO OUR TEAM THAT WE SHOULD CHOOSE YOU OVER SOMEONE ELSE?

7.) WHAT OTHER TYPES OF JOBS ARE YOU APPLYING FOR?

9.) WHEN YOU RUN INTO A TECHNICAL PROBLEM AT WORK, HOW DO YOU SOLVE IT?

10.) HOW WOULD YOU DEAL WITH AN UPSET OR ANGRY CLIENT/CUSTOMER? HOW WOULD YOU RESPOND TO HIM/HER?

7. QUESTIONNAIRE

11.) WHAT IS YOUR GREATEST STRENGTH IN THE WORKPLACE?

12.) WHAT IS YOUR GREATEST WEAKNESS IN THE WORKPLACE?

13.) DO YOU WORK WELL ON YOUR OWN? HOW DO YOU MANAGE TIME & PROJECTS ON YOUR OWN?

14.) HOW DO YOU WORK IN A TEAM? WHAT ARE YOUR STRONG POINTS?

8. SKILLS

LANGUAGE ABILITY THAT YOU COULD USE IN YOUR WORK:

ENGLISH

SPEAK READ WRITE

OTHER (PLEASE SPECIFY)

SPEAK READ WRITE

OTHER (PLEASE SPECIFY)

SPEAK READ WRITE

SOFTWARE & TECHNICAL SKILLS PLEASE INDICATE YOUR SKILL WITH EACH SOFTWARE/TECHNICAL SKILL. IF YOU HAVE NO EXPERIENCE IN THAT SKILL, MARK N/A

ADOBE CREATIVE SUITE

PHOTOSHOP - SELECT VERSIONS: CS2 CS3 CS4
 EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A

INDESIGN - SELECT VERSIONS: CS2 CS3 CS4
 EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A

ILLUSTRATOR - SELECT VERSIONS: CS2 CS3 CS4
 EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A

ACROBAT - SELECT VERSIONS: CS2 CS3 CS4
 EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A

OTHER

EXPERIENCE W/ COMPUTER PLATFORMS

MAC (VERS: _____)

WINDOW (VERS: _____)

OTHER SOFTWARE: _____

OTHER SKILLS

TYPING SKILLS (WPM _____)
 EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A

SPELLING SKILLS:
 EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A

ACCURATE DATA ENTRY SKILLS:
 EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A

ORGANIZATIONAL SKILLS:
 EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A

PHONE ETIQUETTE:
 EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A

COPY WRITING:
 EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A

TIME MANAGEMENT:
 EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A

MULTI-TASKING:

EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A

ATTENTION TO DETAIL:

EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A

EMAIL

EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A

FILE CONVERSIONS (IE. JPG TO PDF, ECT.)

EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A

FILE TRANSFER PROTOCOL (FTP) UPLOADING/DOWNLOADING:

EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A

PHOTO RETOUCHING OR EDITING

EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A

MULTI-PAGE LAYOUTS

EXCELLENT GOOD AVERAGE BELOW AVRG. POOR N/A