



# THE CAPITOL GROUP

CONFIDENTIAL

Today's Date	Date Available	MISC
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Name	Home Telephone	Work Telephone
Address	City	State/Zip
Nearest Relative not Living with You	Address/Phone	
Positions 1) Desired 2)	Salary Desired Referred By	
Is your employer aware of your search?	Would you consider a temporary assignment?	

Have you ever been convicted of a crime?  Yes  No: If yes, Please Explain, \_\_\_\_\_

<b>EDUCATION</b>	Institution	From	To	Degree	Major	Average
Graduate						
College						
Jr. College						
Additional Education:	Special Certificates:					
Professional Organizations:	Foreign Languages:					

**EMPLOYMENT** The following section must be completed in addition to submission of an available resume.

From/To	Current/Last Employer	Location	Co. Size	Co. Type	Job Title
Starting Salary	Current/Last Salary	Reason for Leaving			
From/To	Prior Employer	Location	Co. Size	Co. Type	Job Title
Starting Salary	Last Salary	Reason for Leaving			
From/To	Prior Employer	Location	Co. Size	Co. Type	Job Title
Starting Salary	Last Salary	Reason for Leaving			

**DISCLOSURE STATEMENT**

I hereby give permission to The Capitol Group or their agent to conduct a complete background check on me in order to evaluate me for employment purposes. The resulting investigative report may include, but is not limited to, information concerning my character, general reputation, personal characteristics, mode of living and financial responsibility. I further understand that I have the right to make a written request to The Capitol Group, or their agent, to learn the complete general nature and scope of said investigative report herein described.

Signature \_\_\_\_\_ Witnessed By \_\_\_\_\_ Date \_\_\_\_\_

**SKILLS INVENTORY**

**SKILL LEVEL**

Please check off appropriate skill level below.

Proficient  
Experience  
Fair  
School

(P) means more than 2 years experience in that area.  
(E) means more than 1 year experience in that area.  
(F) means less than 1 year experience.  
(S) indicates no experience other than exposure at school.  
( ) Leave blank if no experience.

**DISCIPLINE EXPERIENCE**

	P E F S	last year used
Customer Service	----	-----
Engineering	----	-----
Industrial	----	-----
Mechanical	----	-----
Insurance Underwriting	----	-----
Ins. Claims Adj.	----	-----
Actuarial	----	-----
Human Resources	----	-----
Training	----	-----
Benefits Admin	----	-----
Management, Sr.	----	-----
Marketing	----	-----
Research	----	-----
Business Dev.	----	-----
Office Manager	----	-----
Paralegal	----	-----
Plant Manager	----	-----
Public Administration	----	-----
Sales	----	-----
Securities	----	-----
Licenses	----	-----
Sales	----	-----
-----	----	-----

**ACCOUNTING & FINANCIAL DISCIPLINES**

General Ledger	----	-----
Accounts Payable	----	-----
Accounts Receivable	----	-----
Payroll	----	-----
Fixed Assests	----	-----
Inventory	----	-----
Account Analysis	----	-----
Account Recs.	----	-----
Bank Recs.	----	-----
Financial Reports	----	-----
Bookkeeping	----	-----
		last year used
	P E F S	
<u>Mainframe</u>	----	-----

	P E F S	last year used
Computerized	----	-----
Manual	----	-----
Collections	----	-----
Accounts Receivable	----	-----
Commercial Credit	----	-----
Consumer Credit	----	-----
Secured Credit	----	-----
-----	----	-----

**ADMINISTRATIVE DISCIPLINES**

Administrative Asst.	----	-----
Office Clerk	----	-----
Office Manager	----	-----
Reception	----	-----
Secretarial	----	-----
Switchboard	----	-----
Shorthand	----	-----
WPM		-----
Speedwriting	----	-----
WPM		-----
Typing	----	-----
WPM		-----
Number Phone Lines		-----
Voice Mail	----	-----
Data Entry	----	-----
Alpha	----	-----
Numeric	----	-----
Key Strokes	----	-----
-----	----	-----

**LEGAL**

Secretarial	----	-----
Paralegal	----	-----
Litigation	----	-----
UCC Codes	----	-----
-----	----	-----

**COMPUTER EXPERIENCE**

	P E F S	last year used
<u>Mainframe</u>	-----	-----
-----	-----	-----
-----	-----	-----
<u>Minicomputer</u>	-----	-----
-----	-----	-----
-----	-----	-----
<u>Microcomputer</u>	-----	-----
-----	-----	-----
-----	-----	-----
<u>Word Processing Software</u>		
Enable	-----	-----
First Choice	-----	-----
MacWrite	-----	-----
Word	-----	-----
Multimate	-----	-----
Office Writer	-----	-----
Access	-----	-----
Works	-----	-----
Word Perfect	-----	-----
Wordstar	-----	-----
Amipro	-----	-----
-----	-----	-----
-----	-----	-----
<u>Desktop Publishing Software</u>		
Microsoft Powerpoint	-----	-----
PageMaker	-----	-----
Quark	-----	-----
-----	-----	-----
-----	-----	-----
<u>Graphics Software</u>		
Harvard	-----	-----
MacDraw I & II	-----	-----
MacDraw Pro	-----	-----
-----	-----	-----
-----	-----	-----
<u>General Ledger Software</u>		
COINS	-----	-----
Cougar Mountain	-----	-----
Great Plains	-----	-----
McCormack & Dodge	-----	-----
Peachtree	-----	-----
Q & A	-----	-----
Real World	-----	-----
-----	-----	-----

**Financial Management Software**

	P E F S	last year used
ACCPAC	-----	-----
Microsoft Money	-----	-----
Quicken	-----	-----
-----	-----	-----
<u>Spreadsheet Software</u>		
Enable	-----	-----
Excel	-----	-----
Lotus 1-2-3	-----	-----
MultiSoft	-----	-----
Quattro	-----	-----
Supercalc	-----	-----
Symphony	-----	-----
VisiCalc	-----	-----
Windows	-----	-----
-----	-----	-----
-----	-----	-----

**INDUSTRY EXPERIENCE**

Advertising	-----	-----
Automotive	-----	-----
Banking	-----	-----
Construction	-----	-----
Distribution	-----	-----
Education	-----	-----
Financial Services	-----	-----
Government	-----	-----
Health Care	-----	-----
High Tech	-----	-----
Hospitality	-----	-----
Insurance	-----	-----
Law/Legal	-----	-----
Manufacturing	-----	-----
Non-Profit	-----	-----
Printing/Publishing	-----	-----
Real Estate	-----	-----
Retail	-----	-----
Service	-----	-----
Utilities	-----	-----
Wholesale	-----	-----
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