



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

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Permission to text via cell phone? Yes  No

Emergency Contact: \_\_\_\_\_ Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Salary Range: \_\_\_\_\_

Geographical Preference (Please check all that apply)

San Francisco  East Bay  Peninsula  South Bay  Marin County  Other \_\_\_\_\_

Car Available? Yes  No  Do you have the legal right to work in the U.S.? Yes  No

How did you hear about Fusilier Business Services/by whom were you referred? \_\_\_\_\_

High School: \_\_\_\_\_ City/State: \_\_\_\_\_ Level Completed: \_\_\_\_\_

College/University: \_\_\_\_\_ City/State: \_\_\_\_\_ Major/Degree: \_\_\_\_\_

### Employment History

A complete history is preferred. However, we may consider an attached resume as sufficient.

List most recent employer **first**.

I am attaching my resume to this application. I certify that the information provided therein is true and accurate. \_\_\_\_\_  
Initial

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Employment History – continued

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

Have you ever been convicted of a felony? Yes  No  If yes, where? \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying? Yes  No

So that we may avoid duplicating your efforts, please list all firms that you have recently interviewed with and/or have submitted a resume to within that last 12 months (optional).

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

If possible, please tell us where you have interviewed within the last 12 months (optional).

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

**Professional References**

An attached detailed professional reference list will be acceptable.

Name/Company/Relationship	Telephone Number
_____	_____
_____	_____
_____	_____

**Skills Summary**

Please check appropriate skill level:  
 B = Beginner I = Intermediate A = Advanced

Computer Skills	B	I	A
Windows OS			
Mac OS			
MS Word			
MS Excel			
MS PowerPoint			
MS Access			
MS Outlook			
WordPerfect			
Lotus Notes			
Quark XPress			
Adobe Illustrator			
Adobe Flash			
Adobe InDesign			
Dreamweaver			
Act!			
Database			

Additional skill sets on next page.

Please check skills in which you are proficient:

Office Skills	
Word Processing/Typing Speed	
Data Entry (alpha and/or numeric) k/pm	
Shorthand	
Speedwriting/Fast Notes	
Dictaphone	
Filing	
Mail Room	
Reception (# of lines)	
List other office skills:	
List other PC/Mac experience:	

Skills Summary - continued

Please check appropriate skill level:

B = Beginner I = Intermediate A = Advanced

Legal Skills	B	I	A
LegalKEY			
Timeslips			
Calendaring			
Concordance			
ProLaw			
Compulaw			
DOCS Open			
TOA's and TOC's			
Summation			
IManage			
Court filings (list which courts you are familiar with:  			
List other legal skills:  			

Please check skills in which you are proficient:

Accounting	
Bookkeeping (Full Charge?)	
Accounts Payable	
Accounts Receivable	
Payroll (# of employees)	
E-Billing	
General Ledger	
Please list any additional accounting software are/or skills:  	
Language skills (list in detail):  	

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

I certify that the aforementioned information is true and accurate, to the best of my knowledge.

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

Fusilier Business Services 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 only be used in a professional, non-discriminatory appropriate manner.

Please attach copies of these documents to your application or provide them at your interview with Fusilier Business Services.

1. Resume (experience-based resume is preferable)
2. Professional reference list, including name, title, company, and contact information and email address.  
Please obtain permission from the reference source to provide this information. Three to four references are preferred, if possible.
3. Certificates, Degree, and/or licenses.
4. Letters of recommendation (2 – 3) from your most recent supervisors, if available.