



**COUNSELOR:**

**DATE:**

Name \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship \_\_\_\_\_

Are you eligible to work in the U.S.?  Yes  No      Are you currently employed?  Yes  No

Employment desired     FULL-TIME ONLY     PART-TIME ONLY     FULL- OR PART-TIME

When are you available to start work? \_\_\_\_\_

Availability (please circle all that apply):  
 Monday   Tuesday   Wednesday   Thursday   Friday   Saturday   Sunday

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Please list 3 references other than relatives:

NAME	COMPANY	PHONE

May we contact your present employer?  Yes  No

EDUCATION HISTORY				
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (City/State)	# OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Graduate School				
Trade/Prof. School				

MTK Resources and its affiliates are an equal opportunity employer and does not discriminate against otherwise qualified employees or applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, sexual orientation, disability or handicap, veteran status, citizenship, or other category protected by law. All activities relating to employment including recruitment, testing, selection, promotion, training and termination shall be conducted in a nondiscriminatory manner.

**MTK Resources Corp. 205 E 42<sup>nd</sup> Street, New York, NY 10017 PH 646-766-1300, FAX 323-544-4971**

**WEB – WWW.MTKSTAFF.COM**

Office/Clerical Skills	Computer Skills	How did you hear about us?
Type _____ wpm	1.	<input type="checkbox"/> Newspaper _____
Data Entry _____ wpm	2.	<input type="checkbox"/> Online ad
Dictaphone <input type="checkbox"/> Yes <input type="checkbox"/> No	3.	<input type="checkbox"/> Google
<input type="checkbox"/> Accounts Payable	4.	<input type="checkbox"/> Career Builder
<input type="checkbox"/> Accounts Receivable	5.	<input type="checkbox"/> MTK Website
<input type="checkbox"/> Payroll	6.	<input type="checkbox"/> Friend _____
<input type="checkbox"/> General Ledger	7.	<input type="checkbox"/> Other _____
<input type="checkbox"/> Invoice Processing	8.	

Are you fluent in any languages?  Yes  No Speak \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_

## EMPLOYMENT HISTORY

<b>Company Name</b>	<b>Type of Business</b>	<b>Employment Dates</b> From: _____ To: _____
<b>Address</b>		<b>Position</b>
<b>Duties/Responsibilities</b>		
<b>Supervisor's Name</b>	<b>Supervisor's Phone</b>	<b>Reason for Leaving</b>
<b>Company Name</b>	<b>Type of Business</b>	<b>Employment Dates</b> From: _____ To: _____
<b>Address</b>		<b>Position</b>
<b>Duties/Responsibilities</b>		
<b>Supervisor's Name</b>	<b>Supervisor's Phone</b>	<b>Reason for Leaving</b>
<b>Company Name</b>	<b>Type of Business</b>	<b>Employment Dates</b> From: _____ To: _____
<b>Address</b>		<b>Position</b>
<b>Duties/Responsibilities</b>		
<b>Supervisor's Name</b>	<b>Supervisor's Phone</b>	<b>Reason for Leaving</b>

I hereby affirm all the information provided on this application is accurate and true and understand that any falsification or willful omission is grounds for ceasing all placement activity and/or immediate dismissal. In signing this application, I authorize MTK Resources to conduct reference and background checks, and to obtain information relating to my current and prior employment/work history, educational and professional credentials. I further authorize MTK Resources to share with its clients or customers any of the information contained in or obtained in connection with this application. I understand that some clients will require extensive background, criminal and credit checks, drug testing, medical documentation and testing to meet occupational health requirements as well as clinical and professional proficiency testing in consideration of my hiring and employment by MTK Resources. I agree not to accept employment directly or indirectly, whether full-time or part-time, with any Client of MTK Resources to whom I am assigned and for a period of one-hundred eighty (180) days following the prior written consent of MTK Resources. I hereby agree to inform you if I have been offered permanent employment with any Client that I have worked with through this temporary agency. "Client" as used in this agreement includes parent companies, affiliates and subsidiaries as well as assignment and subsequent providers or successors who have come to know me through my work assigned through MTK Resources.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_