



OPEIU Local 8

Office & Professional Employees International Union

2800 First Avenue #304, Seattle, WA 98121-1114 • email opeiu8@opeiu8.org

Employment Application

Please fill out this application completely and **return it to us with your resume either by mail or email to the address above. Please do NOT fax.** We will add you to our Job Opportunity email list and as we receive notices of job openings we will email them to you so you may deal with the hiring Employer directly.

PERSONAL INFORMATION

Full Name: _____ Date: _____

Last _____ *First* _____ *M.I.* _____

Address: _____

Street Address _____ *Apartment/Unit #* _____

City _____ *State* _____ *Zip Code* _____

Phone: () _____ E-mail Address: _____

2nd Phone: () _____ Date Available: _____

Position desired: _____

Availability: Full Time Part Time Temp/Fill in Days Swing Night

PLEASE INDICATE YOUR GENERAL AREAS OF INTEREST:

- _____ Accounting, Auditing, Bookkeeping, Dues, Payroll
- _____ Buyer, Inventory Agent, Purchasing Agent, Maintenance Materials Coordinator, Expediter
- _____ Contract Coordinator _____ Crew Dispatcher
- _____ Facilities & Telecommunications Assistant _____ Personnel Assistant _____ Public Information Assistant
- _____ Administrative: Data Entry Clerk, Mail Clerk, Office Clerk, Receptionist, Secretary, Staff Aide, Word Processor

EDUCATION

High School: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

SKILLS/EXPERIENCE

Please check in the space below (use an X on the computer) if you have experience in that skill/task. Leave space blank if unskilled.

CLERICAL

Reception/Customer Service

- Assist Public/Members
- Front Desk Reception
- Dispatching
- Telephone
 - Single Line (1-3 Lines)
 - Multi-Line (4+ Lines)
 - Voice Mail

General Office

- Mail: Distribute, Route, Post
- Email: Distribute, Route, Post
- Fax: Operate, Distribute
- Filing
 - Alphabetical
 - Numerical
 - Inventory

Scheduling/Coordination

- Appointment Calendar
- Conferences/Seminars
- Meetings
- Travel Arrangements
- Events Planning

Steno./Dictation

- Take Minutes or Dictation
- Speed Writing
 - speed: _____
- Shorthand
 - speed: _____
- Dictaphone

Typing

- Typing
 - wpm: _____
- Data Entry
- Production/Word Processing
- Legal Terminology
- Medical Terminology
- Scientific Terminology
- Statistical Data
- Foreign Languages
- Proofreading
- Editing for Spelling, Grammar & Punctuation

MEDICAL/RECORDS

- Medical Records
 - Terminal Digit
 - HIPPA
 - Release of Information
- Other: _____
- CNA
- Home Health Care
- Medical Asst.
- Medical Tech.
- Other: _____

COMPUTER

Operating Systems

- IBM Compatible
- Macintosh
- Other: _____

Programming/Network Administration

- Network Administrator
 - types: _____
- Programming
 - languages: _____

Software

- Adobe Illustrator
- Adobe PageMaker
- Adobe Photoshop
- calendar systems
- Corporate Suite
- dBase
- FileMaker Pro
- Lotus 1-2-3
- Microsoft Access
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Word
- Microsoft Works
- QuarkXPress
- Quickbooks
- WordPerfect
- Other: _____

Web Software

- Adobe GoLive
- Macromedia Dreamweaver
- Macromedia Contribute
- Microsoft Front Page
- Other: _____

Tasks

- Charts/Graphs
- Creating Macros
- Data Entry
- Graphics/Desktop Publishing
- Labels
- Merges
- Newsletters
- Spreadsheets
- Tables
- Templates
- Web Design
- Other: _____

CONTRACTS & GRANTS

- Administer
- Agency Compliance
- Contract Coordinator
- Develop Proposals
- Review & Preparation
- Other: _____

BOOKKEEPING

- 10-Key
 - speed: _____
- Full Charge Bookkeeping
- General Ledgers
- Reconciliation
- Transfer of Funds
- Other: _____

ACCOUNTING

- Certified Public Accountant
- Degree/Certificate _____
- Accountant
- Accounting Assistant
- Accounts Payable
 - Billing
 - Payment Scheduling
- Accounts Receivable
 - Cash Handling
 - Cash Register Operation
 - Computerized Financial Systems
 - Other: _____
- Audit Assistant

PAYROLL/DUES

- Dues Processing
- Automated Systems
- Manual Calculations
- Payroll Preparation
- Payment Scheduling
- Posting
- Other: _____

CLAIMS/PROCESSING

- Dental
- Medical
- Pension
- Other: _____

MISCELLANEOUS

- Buyer/Purchasing Agent
- Crew Dispatcher
- Expeditor
- Vendor Liaison
- Inventory
 - Crew Dispatcher
 - Crew Dispatch Coordinator
- Facilities & Telecom. Asst.
- Mail Clerk
- Maintenance Materials Coordinator
- Personnel Assistant
- Public Information Assistant
- Other: _____

LANGUAGES

- Speak:
 - language(s): _____

PREVIOUS EMPLOYMENT

Employer: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

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Employer: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____
Responsibilities: _____
From: _____ To: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

REFERENCES

List three (3) PROFESSIONAL references—NOT PERSONAL—who we may contact.

Name: _____ Phone: () _____
Address: _____
Professional Relationship: _____ Years Known: _____

Name: _____ Phone: () _____
Address: _____
Professional Relationship: _____ Years Known: _____

Name: _____ Phone: () _____
Address: _____
Professional Relationship: _____ Years Known: _____

SIGNATURE

Are you eligible to work in the United States? (Proof of legal right to work in the U.S. will be required after hire.)

YES NO

Are you currently a member of OPEIU Local 8 or any other local?

YES NO

Do you agree to become a member of OPEIU Local 8 within thirty (30) days of being placed?

YES NO

I authorize the investigation of all statements contained in this application for employment. I verify that all statements are true and accurate to the best of my knowledge.

Signature: _____ Date: _____