



Date

- Admin Assistant/IT Manager
- Office Manager

PHONE: (904) 396-1294~FAX: (904) 396-8049

Name

Home Phone Cell Phone Email

CCI is a drug-free work place, and this position requires that we conduct a pre-employment drug screen, criminal background check going back 10 years and a Motor Vehicle Report. Do you have any of the following driving record violations during the past 5 years:

- Driving speeds over 20 mph past speed limit Yes No
- No more than 2 violations in the past 5 years Yes No
- Suspended license during the past 5 years Yes No
- DUIs Yes No
- Reckless driving violations Yes No
- Manslaughter violations Yes No
- Racing violations Yes No
- Leaving the scene violations Yes No

Do you have any problem with submitting to a drug screening, criminal background check or an MVR Report? Yes No

Do you have any points on your driver's license? Yes No If yes, how many?

What is your CWPM typing speed? Do you have multi-line telephone experience? Yes No

- Do you have experience using MS Outlook?** Yes No
- Do you have experience using MS Word?** Yes No
- Do you have experience using MS Excel?** Yes No
- Do you have experience using MS Access?** Yes No
- Do you have experience using SQL?** Yes No
- Do you have experience with Web Design?** Yes No
- Do you have experience using Desktop publishing?** Yes No
- Do you have experience using printer/scanner/copier (MFP) devices?** Yes No
- Do you have experience using fax machines?** Yes No

How would you rate your organizational experience/level?

Do you have any certifications or licenses related to these positions? Yes No

If yes, please list them

Have you read and understand the job description, and agree you can fulfill all the requirements of the position? Yes No

Please print this form along with your application and fax to us at (904) 396-8049 or email humanresources@ccirestorationservices.com