



First Steps for using Anderson & Associates, Inc. Personnel Services:

INQUIRY FORM

Anderson & Associates, Inc.
Personnel Services

383 Connors Court, Suite A
Chico, CA 95926
(530) 891-1955

1. FILL OUT THE INQUIRY FORM
Print legibly & complete the *Entire Form*.

2. RETURN THE INQUIRY FORM
The inquiry form is active for *One Month*.

3. INTERVIEWS
A Staffing Supervisor will contact you for an interview
if your qualifications match a current job opening

Date: ____ / ____ / ____

Name: _____

Phone: (____) _____ - _____

Address: _____

E-Mail: _____

City: _____ **State:** ____ **ZIP:** _____

Minimum Salary Requirements: \$ _____
(Hourly Rate)

Availability for Work:
(Check Desired Options)

SUN MON TUE WED THU FRI SAT
Day:
Hours: Full-Time Part-Time

Shift: Day Swing Night
Type: Temporary Regular Either

Type of Work Desired: _____

Work Experience: *(Begin with Current Employer or Most Recent Employer)*

	Name and Address of Employer	Dates of Employment	Your Job Title and Description of Work
1.		From: mo.____ yr.____ To: mo.____ yr.____	
2.		From: mo.____ yr.____ To: mo.____ yr.____	
3.		From: mo.____ yr.____ To: mo.____ yr.____	

Additional Comments: _____

I have read and understand the first steps for using Anderson & Associates, Inc. Personnel Services. The information that I have provided is true:

(SIGNATURE)