

# EMPLOYMENT APPLICATION



**Marketing Concepts/Ability Commerce**  
An Equal Opportunity Employer

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disability, marital or veteran status, or any other status protected by applicable federal, state, or local law.

PERSONAL			
Last Name	First	Middle	Date
Present Street Address			Home Phone
City, State, Zip			Business/Message Phone
Previous Street Address			Where you heard about us:
City, State, Zip			
Have you ever applied for employment with Marketing Concepts/Ability Commerce? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been employed by Marketing Concepts/Ability Commerce? If yes, Month and Year <input type="checkbox"/> Yes <input type="checkbox"/> No Month Year			
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If hired, can you provide proof that you are eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a felony? If yes, explain the conviction. <input type="checkbox"/> Yes <input type="checkbox"/> No			

EMPLOYMENT DESIRED	
Position Desired	Salary Expected
Specify hours and days available <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	
Sunday	Monday
Tuesday	Wednesday
Thursday	Friday
Saturday	
Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date available for work	
Referred by	

REFERENCES		
Give name, address and telephone number for three references who are not relatives or former employers, whom you have known for at least 3 years.		
Name and occupation	Address	Telephone

Send Application to:  
130 Lake Ave, PO Box 152  
Spicer, MN 56288  
Telephone 320.796.6245  
Fax 320.796.6036

[www.MarketingConcepts.com](http://www.MarketingConcepts.com)  
[www.AbilityCommerce.com](http://www.AbilityCommerce.com)

1300 Park of Commerce  
Delray Beach, FL 33445  
Telephone 561.330.3151  
Fax 561.330.3154



**EDUCATION**

High School	City, State	Course of study	Circle year completed			
			9	10	11	12
Technical or trade school	City, State	Course of study				
			1	2	3	4
College/University	City, State	Major	Degree			
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Additional job-related seminars, short courses, workshops, or other educational experiences?

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Please list any job-related clubs, professional societies, or other associations to which you belong.

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**SKILLS**

How do you rate your computer knowledge?

IBM	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> None	Macintosh	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> None
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How do you rate your knowledge of the following software?

Word	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> None	Windows2000	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> None
Excel	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> None	HTML, etc.	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> None
Access	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> None	Great Plains	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> None
Outlook	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> None	LAN/WAN	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> None
SQL	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> None	Illustrator	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> None
.NET	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> None	Pagemaker	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> None
COBOL	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> None	Web Develop.	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> None

Please list any other applicable skills or software knowledge that you would like us to consider.

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Signature

Date

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