

Discovery: Job Network, Inc.
8035 S. Quebec
Englewood, CO 80112
Email djn1@stthomasmore.org

DJN Code _____
303-220-3384
303-220-3385 FAX

Job Seeker Registration/Application form

Sponsor Code _____

Name: _____ Date: _____

Address: _____

City/State/Zip: _____

Home Telephone: _____ Other Telephone: _____

Email Address: _____

Type of Position Desired (**MUST** specify): _____

Who referred you to our office: _____

Please attach a resume if you have one or if you need assistance writing one, contact the above telephone number.

Full Time _____ Part Time _____ Temporary _____ Salary Range _____

Education ___ 9th Grade ___ 12th ___ GED ___ HS diploma ___ College/Advanced Degree _____ some _____

Additional Certification: _____

Registered with internet or recruiting firm (name): _____

Desired work location: _____ open _____

Skills: Please complete all that apply (*) indicates PLEASE specify in Additional Skills area

Management/Professional Skills

___ Sales/Marketing*
___ Database Management*
___ IS*
___ Computer Programming*
___ Engineering
___ Project Management*
___ Manufacturing
___ Human Resources
___ Training
___ Accounting/Finance*
___ *Additional Skills _____

Administrative Skills

___ Word Processing
___ Excel
___ Lotus
___ PowerPoint
___ Graphics
___ PhotoShop
___ Equipment*
___ Other Applications*

Please provide length of experience for skills _____

Industrial Skills

___ Machine
___ Benchwork
___ Structural
___ Equipment*
___ Other

Language Skills

_____ Read/Write/Speak
_____ Read/Write/Speak

I have submitted the attached form to Discovery: Job Network, Inc. for the purpose of obtaining assistance in securing permanent, temporary or contract employment. I understand that I will never be charged a fee by D:JN. I acknowledge that the use of this form, and completion of it, does not indicate that any positions are open, nor does it obligate D:JN to further process my application. I certify the accuracy of the information set forth herein and in my resume and understand that any misstatement of fact may cause me to be refused employment or to lose my employment

SIGNED: _____ DATE: _____