

Last Name _____ First Name _____ Middle _____ Date _____ Desired Position(s) _____
 Street Address _____ City/State _____ Zip _____ Referred By _____ Desired Salary _____
 () () () Home Phone _____ Office Phone _____ Auto or Public Transport _____ Location(s) _____
 Mobile Phone _____
 Email Address(es) _____ EMPLOYMENT HISTORY _____ Desired Start Date _____

Current Employer _____ City/State _____ Employment Dates _____ Salary \$ _____ Bonus \$ _____
 Benefits Desired _____ SKILLS _____

Product or Service (Industry) _____ Your Title _____
 Supervisor's Name & Title _____ Supervisor's Contact # _____
 Hardware _____
 Software _____ Keyboard Speed, WPM _____

Reason(s) for Leaving _____
 Foreign Language(s) _____
 Bookkeeping/Accounting Skills _____
 EDUCATION _____

Reason(s) for leaving _____ High School _____ Dates _____ Degree _____
 College 1 _____ Dates _____ Degree _____
 College 2 _____ Dates _____ Degree _____
 Continuing Ed _____ Dates _____ Degree _____

Prior Employer _____ City/State _____ Employment Dates _____ Salary \$ _____ Bonus \$ _____
 Product or Service (Industry) _____ Your Title _____
 Supervisor's Name & Title _____ Supervisor's Contact # _____

Reason(s) for leaving _____
 I hereby authorize the agency to represent me and to check my references (except for current employer). I understand that such investigations may include information regarding character, general reputation and personal characteristics as well as knowledge, skills, attendance and attitude. Please be advised that many of our clients require drug, alcohol and/or physical testing, criminal and/or a credit check as prerequisites to hiring. I understand that I have the right to make a request to the agency to learn the nature and scope of those reports.

Date _____ Signature _____
 Have you ever been convicted of a crime? _____ If "yes," please explain full on the back.