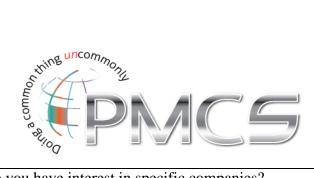
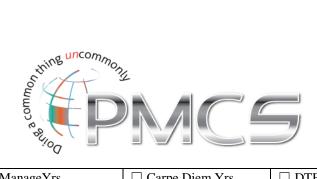


LAST NAME	(Please Print)	First M.	I   Social Secu	ırity #				
Home Phone Primary	Work Cell/Pag	ger *Indicate	E-mail Add	lress				
Street Address		Apt. #	Hire Dire	Type of Employment Interested In: □Temporary □Temp-to-Hire □Direct Willing to do Same Day Assignments? □Yes □No				
City	City State Zip Code			Salary Desired Temp/Hourly Full Time/Salary				
Types of Positi 1.	on Interested in:		□LLM	nool College	□1 yr□2yr □3	уг □4уг □JD		
2.	1		minimum c	le to commit to a of two years?  o If No Explain:	•	nnent position for a		
3.			Available I the next yes	-	ou have any tin	ne off scheduled in		
_	cating your job so have contacted cother source:	_						
ositions Willin	ng To Work:							
☐ Administrative Assistant	HR/Generalist	☐ Cell Center/Customer Service	☐ Web Development	☐ Accountant	☐ Marketing	☐ Legal Secretary		
☐ Executive Assistant	☐ Benefits	☐ Clerical	☐ IT / Help Desk	☐ Accounts Payable/Receiva ble	☐ Sales/ Business Development	☐ Hospitality		
☐ Data Entry	☐ Recruiter	☐ Word Processing	☐ Purchasing	☐ Bookkeeper	☐ Paralegal	☐ Management		
☐ Receptionist	☐ HR Assistant	☐ Office Services	☐ Scanner	☐ Payroll	☐ Training and Development	☐ Entry Level		
☐ Software/ Systems Developer	☐ Business Process	☐ Project/ Program Management	□Training	☐ Software/ System Testing	Organizational Change Management	☐ Network Engineering		
☐ Systems Engineering	□Help Desk	□Editor						



Do you have interest i	n specific compa	anies?							
Are there companies that you would not want to work for?									
Company size you pre	efer? Work pace?	?		Hov	w did y	ou hear about us	?		
Please check areas	Please check areas of business experience:								
☐ Telecommunication ☐ Legal				∃Banking	g [	Non-profit/Ass	ociatio	ons	
☐ Medical/Health Industry ☐ Government		tal [	☐ Energy ☐ Service Industry						
☐ General Business/Corporate ☐ Construction			n [	☐ Engineering ☐ Educational Institutions					
☐ Software Develope	ir 🗆	Business Pro	ocess [	☐ Project/Program Management					
□Training		Testing		☐ Organizational Change Management					
☐ Network Engineeri	ng □I	Help Desk		□Editor					
C		•							
☐ Other areas of Bus	siness Experience	e							
	_								
Select your 5 grea	test strengths	:							
☐ Ability to prioritize	e □ Self Motiv	ated $\square$ O	vertime	☐ Pho	nes	☐ Production L	evel	☐ Scheduling	
☐ Client Interaction	☐ Team Play	rer $\square$ C	omputer	□Турі	ing	☐ Sense of urge	ency	$\square$ Spelling	
☐ Production Level									
						·			
Preferred Hours				Willing to go to N. Va? Georgetown? DC?					
□Full Time □ Part	Time ☐ Evening	gs/Weekends	s						
□ 7:00am - 3:30pm	_			$\square$ Metro (Public trans. only) $\square$ Non-Metro-car					
□ 9:00am -5:30pm □ 9:30am - 6:00pm									
□ 3:00pm - 11:00pm □ Other				☐Yes ☐ No ☐ Yes ☐ No ☐Yes ☐No ☐ Both					
On a scale of 1-10 (1 poor, 10-excellent)				Languages/Skill Level (Read-R, Write-W, Speak-S)					
How well do you work for demanding people?				Shorthand Dictaphone					
How are your organizational skills?				RWS RWS RWS					
Your punctuality				$\square$ Yes $\square$ No $\square$ Yes $\square$ No					
Please check experience in the following software programs and how long you have worked with									
them:									
☐MS Word Yrs	☐ PowerPoint Yrs	s □ Ex	ccel Yrs		□ Acc	cess Yrs	☐ Out	tlook Yrs	1
□FastNotesYrs	☐ Lexis-Nexis Yr	s Le	☐ Legal Key Yrs ☐			les Yrs	□ Cor	ncordance Yrs	1



□iManageYrs	☐ Carpe Diem Yrs	S DTE Yrs		n Yrs	☐ Elite Yrs		
CMS Yrs	☐ People Soft Yrs			rs	□TimeslipsYrs		
□ SAP Yrs	☐ Quick books Yr	□ Westlaw Yrs □ Quark Yrs			☐ Java Yrs		
☐ .Net Yrs			SharePoin	t Yrs	□ Visio Yrs	1	
Please list all other so	oftware programs and spec	cial skills or training:					
	ition-please include		on				
Dates Employed		Position		Company/Firm Name			
From (Mo./Yr)	To						
Starting Salary	Ending Salary	Supervisor		Address			
Overtime Salary	Next Raise	Supervisor/s Positi	on	Phone Number			
Reason for Leaving		Number of People	in Company / Number Supe	Type of Bus	siness		
Previous Position	n						
Dates Employed		Position		Company/Fi	irm Name		
From (Mo./Yr.)	То	1					
Starting Salary	Ending Salary	Supervisor	Supervisor		Address		
Overtime Salary	Next Raise	Supervisor's Posit	ion	Phone Number			
Reason for Leaving		Number of People	in Company / Number Supe	Type of Business			
Previous Positio	n						
Dates Employed				Company/Firm Name			
From (Mo./Yr.)	To						
Starting Salary	Ending Salary	Supervisor	Supervisor		Address		
Overtime Salary	Supervisor's Position		Phone Number	1			
	Yan and the second seco						



Reason for Leaving	Number of People in Company / Number Super Type of	Busiliess
Have you ever been convicted of a felony o	ffense?   Yes   No (If yes, explain)	
religion, color, age,Or national origin. I a	loyment candidates to employers based on merit only. Our agree to the policy of conducting background reference chasure of the nature and substance of any background inves	neck and understand that under the l
May we contact your current employer?		
☐ Yes ☐ No		_
Signature	Date:	
Emergency Contact Information:		
Contact Name:	Phone:	Relationship: