



LAST NAME (Please Print)	First	M.I	Social Security #
Home Phone Primary	Work	Cell/Pager	*Indicate E-mail Address
Street Address	Apt. #		Type of Employment Interested In: <input type="checkbox"/> Temporary <input type="checkbox"/> Temp-to-Hire <input type="checkbox"/> Direct Willing to do Same Day Assignments? <input type="checkbox"/> Yes <input type="checkbox"/> No
City	State	Zip Code	Salary Desired Temp/Hourly Full Time/Salary
Types of Position Interested in: 1.			Education: <input type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> 1 yr <input type="checkbox"/> 2yr <input type="checkbox"/> 3yr <input type="checkbox"/> 4yr <input type="checkbox"/> JD <input type="checkbox"/> LLM <input type="checkbox"/> Degree:
2.			Are you able to commit to a full time permanent position for a minimum of two years? <input type="checkbox"/> Yes <input type="checkbox"/> No If No Explain:
3.			Available Date: Do you have any time off scheduled in the next year?
To avoid duplicating your job search, please list companies you have contacted on your own or through some other source:			

Positions Willing To Work:

<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> HR/Generalist	<input type="checkbox"/> Cell Center/ Customer Service	<input type="checkbox"/> Web Development	<input type="checkbox"/> Accountant	<input type="checkbox"/> Marketing	<input type="checkbox"/> Legal Secretary
<input type="checkbox"/> Executive Assistant	<input type="checkbox"/> Benefits	<input type="checkbox"/> Clerical	<input type="checkbox"/> IT / Help Desk	<input type="checkbox"/> Accounts Payable/Receivable	<input type="checkbox"/> Sales/ Business Development	<input type="checkbox"/> Hospitality
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Recruiter	<input type="checkbox"/> Word Processing	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Bookkeeper	<input type="checkbox"/> Paralegal	<input type="checkbox"/> Management
<input type="checkbox"/> Receptionist	<input type="checkbox"/> HR Assistant	<input type="checkbox"/> Office Services	<input type="checkbox"/> Scanner	<input type="checkbox"/> Payroll	<input type="checkbox"/> Training and Development	<input type="checkbox"/> Entry Level
<input type="checkbox"/> Software/ Systems Developer	<input type="checkbox"/> Business Process	<input type="checkbox"/> Project/ Program Management	<input type="checkbox"/> Training	<input type="checkbox"/> Software/ System Testing	<input type="checkbox"/> Organizational Change Management	<input type="checkbox"/> Network Engineering
<input type="checkbox"/> Systems Engineering	<input type="checkbox"/> Help Desk	<input type="checkbox"/> Editor				



Do you have interest in specific companies?	
Are there companies that you would not want to work for?	
Company size you prefer? Work pace?	How did you hear about us?

Please check areas of business experience:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Telecommunication | <input type="checkbox"/> Legal | <input type="checkbox"/> Banking | <input type="checkbox"/> Non-profit/Associations |
| <input type="checkbox"/> Medical/Health Industry | <input type="checkbox"/> Governmental | <input type="checkbox"/> Energy | <input type="checkbox"/> Service Industry |
| <input type="checkbox"/> General Business/Corporate | <input type="checkbox"/> Construction | <input type="checkbox"/> Engineering | <input type="checkbox"/> Educational Institutions |
| <input type="checkbox"/> Software Developer | <input type="checkbox"/> Business Process | <input type="checkbox"/> Project/Program Management | |
| <input type="checkbox"/> Training | <input type="checkbox"/> Testing | <input type="checkbox"/> Organizational Change Management | |
| <input type="checkbox"/> Network Engineering | <input type="checkbox"/> Help Desk | <input type="checkbox"/> Editor | |

<input type="checkbox"/> Other areas of Business Experience

Select your 5 greatest strengths:

- | | | | | | |
|--|---|--------------------------------------|---------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Ability to prioritize | <input type="checkbox"/> Self Motivated | <input type="checkbox"/> Overtime | <input type="checkbox"/> Phones | <input type="checkbox"/> Production Level | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Client Interaction | <input type="checkbox"/> Team Player | <input type="checkbox"/> Computer | <input type="checkbox"/> Typing | <input type="checkbox"/> Sense of urgency | <input type="checkbox"/> Spelling |
| <input type="checkbox"/> Production Level | <input type="checkbox"/> Organization | <input type="checkbox"/> Flexibility | <input type="checkbox"/> Legal | <input type="checkbox"/> Quality of Work | <input type="checkbox"/> Grammar |

Preferred Hours

- Full Time Part Time Evenings/Weekends
 7:00am - 3:30pm 8:30 am -5:00pm
 9:00am -5:30pm 9:30am - 6:00pm
 3:00pm - 11:00pm Other _____

Willing to go to N. Va? Georgetown? DC?

Metro (Public trans. only) Non-Metro-car

Yes No Yes No Yes No Both

On a scale of 1-10 (1 poor, 10-excellent)

How well do you work for demanding people? _____

How are your organizational skills? _____

Your punctuality _____

Languages/Skill Level (Read-R, Write-W, Speak-S)

Shorthand Dictaphone

R W S R W S R W S

Yes No Yes No

Please check experience in the following software programs and how long you have worked with them:

<input type="checkbox"/> MS Word Yrs _____	<input type="checkbox"/> PowerPoint Yrs _____	<input type="checkbox"/> Excel Yrs _____	<input type="checkbox"/> Access Yrs _____	<input type="checkbox"/> Outlook Yrs _____
<input type="checkbox"/> FastNotes Yrs _____	<input type="checkbox"/> Lexis-Nexis Yrs _____	<input type="checkbox"/> Legal Key Yrs _____	<input type="checkbox"/> Styles Yrs _____	<input type="checkbox"/> Concordance Yrs _____



<input type="checkbox"/> iManage Yrs ____	<input type="checkbox"/> Carpe Diem Yrs ____	<input type="checkbox"/> DTE Yrs ____	<input type="checkbox"/> Summation Yrs ____	<input type="checkbox"/> Elite Yrs ____
<input type="checkbox"/> CMS Yrs ____	<input type="checkbox"/> People Soft Yrs ____	<input type="checkbox"/> ADP Yrs ____	<input type="checkbox"/> Ceridian Yrs ____	<input type="checkbox"/> Timeslips Yrs ____
<input type="checkbox"/> SAP Yrs ____	<input type="checkbox"/> Quick books Yrs ____	<input type="checkbox"/> Westlaw Yrs ____	<input type="checkbox"/> Quark Yrs ____	<input type="checkbox"/> Java Yrs ____
<input type="checkbox"/> .Net Yrs ____	<input type="checkbox"/> Java Yrs ____	<input type="checkbox"/> C+ Yrs ____	<input type="checkbox"/> SharePoint Yrs ____	<input type="checkbox"/> Visio Yrs ____

Please list all other software programs and special skills or training:

Previous Employment

Present/Last Position-please include salary information

Dates Employed		Position	Company/Firm Name
From (Mo./Yr)	To		
Starting Salary	Ending Salary	Supervisor	Address
Overtime Salary	Next Raise	Supervisor/s Position	Phone Number
Reason for Leaving		Number of People in Company / Number Super	Type of Business

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Reason for Leaving	Number of People in Company / Number Super	Type of Business
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Have you ever been convicted of a felony offense? Yes No (If yes, explain)

Please read carefully
It is our policy to make referrals of employment candidates to employers based on merit only. Our selection process is not influenced by religion, color, age, or national origin. I agree to the policy of conducting background reference check and understand that under the Reporting Act I have the right to disclosure of the nature and substance of any background investigation.

May we contact your current employer?

Yes No

Signature _____ Date: _____

Emergency Contact Information:

Contact Name: _____ Phone: _____ Relationship: _____