

wisdom & williams

Changing the world one placement at a time ...serving DC metro area

www.wisdom-williams.com

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Applicant I.D.

Date:

Federal law prohibits discrimination based on age, race, religion, sex or national origin. Information given through your profile cannot and will not be used for any discriminatory purpose.

Please Print

Last Name		First		Middle	Birthday ____ / ____ / ____	
Address				City		State
Home Phone		Business Phone		Cell Phone		
E-mail Address		Social Security #		Emergency Contact (not spouse) / Phone		
Desired US ?	Least Salary Considered \$	Eligible to work in Y / N	Security Clearance? Level: Date:			

Name used in School :

Education Information Name of School/Location	Dates Attended From / To	GPA	Graduated?	Degree / Title	Major / Subjects
H.S.			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College or University			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Position Desired (In Order of Importance) A. B. C.		Desired Salary \$	Least Salary Considered \$
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EMPLOYMENT HISTORY - Show most recent first

Company Name:		Dates Employed Month/Year From: To:		Duties Performed: 1. 2. 3. 4. Company's Line of Business:
Company Address:		Company Phone #:		
Name/Title of Supervisor:		Your Title:		
Base Yearly Earnings: Start \$ End \$		# People in Department: ____		
Reason for Leaving:		May We Check References? Y / N		
Company Name:		Dates Employed Month/Year From: To:		Duties Performed: 1. 2. 3. 4. Company's Line of Business:
Company Address:		Company Phone #:		
Name/Title of Supervisor:		Your Title:		
Base Yearly Earnings: Start \$ End \$		# People in Department: ____		
Reason for Leaving:		May We Check References? Y / N		
Company Name:		Dates Employed Month/Year From: To:		Duties Performed: 1. 2. 3. 4. Company's Line of Business:
Company Address:		Company Phone #:		
Name/Title of Supervisor:		Your Title:		
Base Yearly Earnings: Start \$ End \$		# People in Department: ____		
Reason for Leaving:		May We Check References? Y / N		

Can you provide evidence that you are legally able to work in the United States? Y ____ N ____
 Have you ever been convicted of: Felony? Y ____ N ____
 Crime involving fine of \$500 or more? Y ____ N ____
 If yes, please indicate the nature or the offense, date, court, and deposition:

Have you ever declared bankruptcy? Y ____ N ____

Do you have any commitments to another employer (past or present) that might affect your employment? Y ____ N ____
 In the past two years how many scheduled days of work have you missed? (not vacation) _____
 Is this typical for you? Y ____ N ____
 Does your present employer know you are considering leaving? Y ____ N ____
 Are there any employers who might not rehire you? Y ____ N ____
 If yes, please explain: _____

PEER REFERENCES- Please list three individuals who have knowledge of your personal ability and character.
 (No Former Employers, Teachers or Relatives)

Name	Title	Known how long?	Home Phone	Work Phone

REFERRAL SOURCE (How did you hear about us?)

- Friend Name: _____
- Relative Name: _____
- Advertisement Explain what captured your attention: _____
- Other Explain: _____

I, the undersigned candidate for employment authorize Wisdom & Williams Associates to assist me in securing employment and to make reference checks which may include employment records, general reputation, personal characteristics and finances. I also understand that under the Fair Credit Reporting Act, I have the right to request a copy.

X _____ Date _____

Recruiter Notes: _____ **Test Scores:** W- ____ PP- ____ O- ____ E- ____ WPM- ____

ADDITIONAL CANDIDATE INFORMATION

List five major accomplishments at work:

- 1.
- 2.
- 3.
- 4.
- 5.

What is /are your greatest strength(s)?

List five things you would change at your current / most recent job:

- 1.
- 2.
- 3.
- 4.
- 5.

List area(s) you'd like to improve upon:

What is the primary reason you've accepted positions in the past, and is something that must be offered by a new company to motivate you to make a career change?

List five reasons to hire you over someone else:

- 1.
- 2.
- 3.
- 4.
- 5.

What are your current benefits? (Indicate whether you contribute to the cost and how much)

List five adjectives to describe yourself:

- 1.
- 2.
- 3.
- 4.
- 5.

Explain briefly the ways you will be of greatest value to your next employer:

Explain briefly your educational goals for the next five years:

Current working schedule (days / hours):

Interview availability (days / hours):

Are you registered with any other recruiting firms?

Y N

If Yes, who?

Please list five companies you would like to work for:

- 1.
- 2.
- 3.
- 4.
- 5.

Please list five companies you would not want to work for:

- 1.
- 2.
- 3.
- 4.
- 5.

