

| | | | | |
|----------------------------------------------------|--------------------------------------|----------------------|----------------------------------------------------------|-------------------------------|
| Date | Title of Last position held | Last Name | First | Middle |
| Address: No and Street | | City | State | Zip Code |
| | | | Apt. # () Rent () Own | Home # Bus. # |
| Present Employer: Name & Address | | | City | State |
| Citizen () Yes () No | # or School years completed | Car: () Yes () No | Year & Make | Relocation () Yes () No |
| Position Applied for: | Field of work most interested in | Salary (Leave Blank) | | Availability at once Date / / |
| EDUCATION | | | | MILITARY HISTORY |
| | Name of School | Years Attended | Major/Other | Grad Avr |
| | | | | Degree |
| High School | | From: / / To: / / | | |
| College | | From: / / To: / / | | |
| Other | | From: / / To: / / | | |
| Branch of Service | | | Years in Service | |
| Rank when discharged | | | Reserves () Nat'l Guard () | |
| Fraternal Professional and Other Organizations | | | How was your schooling financed? | S.S No. |
| Typing WPM | Shorthand WPM | Speedwriting WPM | List computer programs that you are currently working on | |
| WORK HISTORY (Present or Most Recent First) | | | | |
| Date | Employers Name, Address, City, Phone | Product or Service | Your Supervisor | Why did you leave |
| From: / / | | | | |
| To: / / | Position Held: | Starting Salary:\$ | Final Salary:\$ | |
| Leave Blank | | | | |
| From: / / | | | | |
| To: / / | Position Held: | Starting Salary:\$ | Final Salary:\$ | |
| Leave Blank | | | | |
| From: / / | | | | |
| To: / / | Position Held: | Starting Salary:\$ | Final Salary:\$ | |
| Leave Blank | Summary of Experience: | | | |

IN ORDER TO SERVE YOU BETTER, THE FOLLOWING INFORMATION IS NECESSARY

List 10 functions that you perform on your present job or on your previous job.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Other than your occupation, what are your special areas of interest?

1. _____
2. _____
3. _____
4. _____

PERSONAL REFERENCES

| Name | Address | City | Phone | Occupation |
|----------|---------|-------|-------|------------|
| 1. _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ | _____ |

List below three or more persons who are familiar with your work.

| Name | Address | City | Phone | Occupation |
|----------|---------|-------|-------|------------|
| 1. _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ | _____ |

So we will not duplicate your efforts, please list below the companies you have interviewed with or will be interviewing with.

| Co. Name | Interviewed By | Position | Interview Date |
|----------|----------------|----------|----------------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ |
| 5. _____ | _____ | _____ | _____ |
| 6. _____ | _____ | _____ | _____ |
| 7. _____ | _____ | _____ | _____ |
| 8. _____ | _____ | _____ | _____ |

Please list other agencies you have been to:

1. _____
2. _____
3. _____
4. _____

Please list anyone you know that may be interested in our services

| Name | Tel# | Present Occupation |
|-------|-------|--------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |