

PLEASE DO NOT FILL IN SHADED AREAS				INV:	CS:		SOURCE:
DATE TODAY	ADV POSITION APPLYING FOR:		LAST NAME		FIRST		MIDDLE
ADDRESS			APT	CITY	STATE	ZIP	HOW LONG AT THIS ADDRESS
HOME PHONE		WORK PHONE	CELL / MESSAGE PHONE		EMAIL ADDRESS		
DRIVERS LICENSE		COMMUTE PREFERENCES (BUS, MILEAGE, DRIVE TIME FROM HOME, ETC)?			RELOCATE?	TRAVEL	
YES	NO	STATE				YES	NO
YES	NO	STATE				YES	NO

PLEASE LIST MOST CURRENT POSITIONS FIRST

FROM:	COMPANY NAME, CITY, PHONE	TYPE OF COMPANY	SUPERVISOR NAME/TITLE - MAY WE CONTACT?	
			YES	NO
TO:	TITLE OF FIRST POSITION HELD	TITLE OF LAST POSITION HELD		REASON FOR LEAVING
FROM:	COMPANY NAME, CITY, PHONE	TYPE OF COMPANY	SUPERVISOR NAME/TITLE - MAY WE CONTACT?	
			YES	NO
TO:	TITLE OF FIRST POSITION HELD	TITLE OF LAST POSITION HELD		REASON FOR LEAVING
FROM:	COMPANY NAME, CITY, PHONE	TYPE OF COMPANY	SUPERVISOR NAME/TITLE - MAY WE CONTACT?	
			YES	NO
TO:	TITLE OF FIRST POSITION HELD	TITLE OF LAST POSITION HELD		REASON FOR LEAVING
FROM:	COMPANY NAME, CITY, PHONE	TYPE OF COMPANY	SUPERVISOR NAME/TITLE - MAY WE CONTACT?	
			YES	NO
TO:	TITLE OF FIRST POSITION HELD	TITLE OF LAST POSITION HELD		REASON FOR LEAVING

EDUCATION

	NAME OF SCHOOL	DATES ATTENDED	MAJOR & MINOR AREAS OF STUDY	GRADE POINT	GRADUATE?	Organization Membership
High School						
College						Hobbies/Special Interests:
Other						Volunteer

		LOC	SD
PA	POS	M	
1		1	
2		2	
3	CO	3	

<input type="checkbox"/> TYPING WPM? _____	<input type="checkbox"/> BOOKKEEPING KNOWLEDGE	<input type="checkbox"/> ADOBE INDESIGN
<input type="checkbox"/> MICROSOFT WORD VERSION? _____	<input type="checkbox"/> A/R'S	<input type="checkbox"/> SHAREPOINT
<input type="checkbox"/> MICROSOFT EXCEL VERSION? _____	<input type="checkbox"/> A/P'S	<input type="checkbox"/> WEBEX, ZOOM, ETC.
<input type="checkbox"/> POWER POINT VERSION? _____	<input type="checkbox"/> ACCOUNTING PROGRAMS / KNOWLEDGE	<input type="checkbox"/> LYNC, SKYPE, ETC.
<input type="checkbox"/> PAYROLL SIZE/SYSTEMS	<input type="checkbox"/> ADOBE PHOTOSHOP	<input type="checkbox"/> CRM

FOREIGN LANGUAGES:

SO WE WILL NOT DUPLICATE OUR EFFORTS, PLEASE LIST BELOW THE COMPANIES YOU HAVE MADE EMPLOYMENT CONTACT WITH.

1.	4.
2.	5.
3.	6.

REFERENCES: (NOTE WHETHER SUPERVISORS, CO-WORKERS OR FRIENDS – INCLUDE AT LEAST 3 BUSINESS REFERENCES

<u>REFERENCE NAME:</u>	<u>HOW THEY KNOW YOU / COMPANY NAME</u>	<u>POSITION HELD</u>	<u>CONTACT PHONE</u>
1.			
2.			
3.			
4.			
5.			

AGREEMENT

- I hereby authorize Carkeek Consulting Services, LLC ("CCS") to represent and assist me in securing a position.
- I understand there is no cost to me for these recruiting services, as the client makes the investment in the fee to hire.
- As a condition of processing my application for employment I hereby authorize CCS to receive all information relating to my employment with employers I have listed.
- I warrant that all facts supplied by me here are true and correct. I understand that CCS and any potential employers will be relying on the accuracy of the information I am supplying. I further understand CCS can cease to represent me if any information is false. I further understand and agree that if CCS learns of any falsity after I have been placed in a position as a result of efforts by CCS, CCS will communicate that information to my new employer. We reserve the right to share any information now and in the future.

DATE: _____

CANDIDATE: _____