

XYZ PROFESSIONALS

“Consulting, Placement, Excellence”

APPLICATION FOR EMPLOYMENT

We are a consulting, recruiting and placement firm. We do not charge fees to candidates for employment. We use the information below, in addition to your resume, to supplement our interview process. This helps us determine your suitability for the position and our recommendation for an interview with a prospective employer. This information will be held strictly confidential between XYZ Professionals and its clients, who may consider you for employment.

PERSONAL INFORMATION

Date: _____ Name: _____

Desired Position: _____ E-Mail Address: _____

Permanent Address: _____

Mailing Address: _____

Home Phone Number: _____ - _____ - _____ Cell Number: _____ - _____ - _____

Referred by: _____

Date of Birth: ____/____/____ Any Other Names You Are Known By: _____

Emergency Contact Name / Relation: _____

Work Phone Number: _____ - _____ - _____ Cell Number: _____ - _____ - _____

EMPLOYMENT DESIRED

Position: _____ Date you can start: ____/____/____ Salary desired \$ _____

Are you currently employed? ____ Part-time ____ Full-time ____ If so, may we contact your employer? ____

Are there any employers or industries you do not wish to pursue? _____

If yes, describe: _____

EDUCATION

	NAME & LOCATION	# YEARS COMPLETED	DID YOU GRADUATE?	SUBJECTS/DEGREE
High School		1 2 3 4	___ Yes ___ No	
			Date: _____	
College		1 2 3 4	___ Yes ___ No	
			Date: _____	

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EDUCATION
CONT'D

	NAME & LOCATION	# YEARS COMPLETED	DID YOU GRADUATE?	SUBJECTS/DEGREE
Trade, Business or Other Schooling		1 2 3 4	___ Yes ___ No Date: _____	
Advanced Degrees		1 2 3 4	___ Yes ___ No Date: _____	
Professional Designations Earned			___ Yes ___ No Date: _____	

List your technical skills and software experience:

What foreign languages do you speak? _____ Read: _____ Write: _____

FORMER EMPLOYERS: Please list your last 3 Employers (covering at least 5 years) starting with the most recent.

Date (Month/Year)	Name & Contact (Phone, Address & Email)	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				

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REFERENCES: Please provide three references we may who are familiar with your work. At least one must be someone to whom you reported directly.

Name / Company / Relationship: _____

Phone Number: _____ - _____ - _____ Email: _____

Name / Company / Relationship: _____

Phone Number: _____ - _____ - _____ Email: _____

Name / Company / Relationship: _____

Phone Number: _____ - _____ - _____ Email: _____

RESIDENCE ADDRESSES: Please list all of your Residential Addresses for the last Ten (10) Years.

Date (Month/Year)	Street Address	City/County	State	Zip
From				
To				
From				
To				
From				
To				
From				
To				
From				
To				

Are you capable of satisfactorily performing the essential job duties required of this position for which you are applying? Without reasonable accommodations With reasonable accommodations

Are you qualified to work in the United States: U.S. Citizen Permanent Resident Work Visa

Please provide status description: _____

Have you ever been terminated or forced to resign? Yes No

Have you ever been convicted of a felony or misdemeanor, beyond a traffic citation? Yes No

If you answered “yes” to either of the above, please provide descriptions as follows (next page):

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I hereby authorize all background investigation considered necessary by XYZ Professionals and its clients, including credit check, criminal/legal background check, and drug testing. I further authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts could cause XYZ Professionals to discontinue attempts to place me with potential employers, and may be grounds termination of employment with any such employers where XYZ Professionals may have successfully placed me.

XYZ Professionals does not charge or accept fees from candidates for its services. I agree not to accept employment for any positions for which I am presented by XYZ Professionals except through XYZ Professionals. This includes digital services or platforms through which XYZ Professionals secures assignments. I acknowledge that damages for doing so would be extremely hard to fix, and that XYZ Professionals would be entitled to injunctive relief. Working with XYZ Professionals is not a guarantee of employment.

XYZ Professionals is an Equal Opportunity Employer, affording equal employment opportunities without regard to race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, gender identity or expression, or any other characteristic or status that is protected by federal, state, or local law.

Date: _____ Signature: _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____

DATE: _____

XYZ Professionals is a dba of Bernard Isaacson, LTD, a Nevada Corporation. You can contact us at:

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