

CONCORDE PERSONNEL, INC.
CONCORDE SEARCH ASSOCIATES

Phone (914) 428-0700

Fax (914) 428-4865

Date: _____

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Business/Message #: _____ Social Security #: _____

Email Address: _____

Position Desired: _____ How did you hear of us? _____

Minimum Acceptable Salary: _____ Desired Salary: _____

Are you a US Citizen? ___ YES ___ NO If not, what is your work status? _____

Have you ever been convicted of a felony? ___ YES ___ NO

Geographical preference of employment: _____

COMPUTER/LANGUAGE SKILLS

Microsoft Word	_____	<u>List Others:</u>	<u>Foreign Languages:</u>
Microsoft Excel	_____		
Microsoft PowerPoint	_____		
Microsoft Access	_____		
Microsoft Outlook	_____		

WORK HISTORY - List most recent job first

Date: From _____ To _____ Position Title: _____

Company Name: _____ Supervisor's Name: _____

Address: _____ Names/Titles of Direct Reports: _____

Phone Number: _____ Previous positions held within company with dates: _____

Type of Business: _____

Volume: _____ # of Employees: _____

Salary: Starting _____ Highest _____

Reasons for leaving: _____

Three major functions/tasks: _____

Date: From _____ To _____ Position Title: _____

Company Name: _____ Supervisor's Name: _____

Address: _____ Names/Titles of Direct Reports: _____

Phone Number: _____ Previous positions held within company with dates: _____

Type of Business: _____

Volume: _____ # of Employees: _____

Salary: Starting _____ Highest _____

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Three major functions/tasks: _____

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 Company Name: _____ Supervisor's Name: _____
 Address: _____ Names/Titles of Direct Reports: _____

 Phone Number: _____ Previous positions held within company with dates: _____
 Type of Business: _____
 Volume: _____ # of Employees: _____
 Salary: Starting _____ Highest _____
 Reasons for leaving: _____
 Three major functions/tasks: _____

EDUCATION

School Name	Year Graduated	Major/Degree
<u>High School</u>		
<u>College</u>		
<u>Other School or College</u>		

So that we will not duplicate your efforts, please list any companies that you have interviewed with/sent resumes to:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Please list four things that are important to you in taking a new position:

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

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CANDIDATE REFERENCES

So that we may select the best possible references to submit to a potential employer, and so that we may verify the information you have provided, please complete to following:

Name	Company	Title	Phone
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Supervisors

- 1)
- 2)
- 3)

Co-Workers

- 1)
- 2)
- 3)

If our client companies request us to check the listed references you've approved, may we have your permission to do so? YES NO

CANDIDATE SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY
