



Pacific Placement Group, Inc.

Date: \_\_\_\_\_

Consultant: \_\_\_\_\_

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

High School: \_\_\_\_\_ City/State: \_\_\_\_\_ Level Completed: \_\_\_\_\_

College/University: \_\_\_\_\_ City/State: \_\_\_\_\_ Level Completed: \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

**PLACEMENT PREFERENCES**

Position Desired: \_\_\_\_\_ Salary Range: \_\_\_\_\_ Location: \_\_\_\_\_

Can you work overtime?  Y  N Are you working now?  Y  N Can you drive to work?  Y  N

**COMPUTER SKILLS**

Typing Speed: \_\_\_\_\_

RATING SCALE
1. Have used the program <i>once</i>
2. Are familiar with program: 2-4 projects completed
3. Use program on a regular basis; know some keyboard shortcuts
4. Proficient with program

*Notes (for use by consultants only:)*

Program	Rating (circle one)				PC or Mac?
MS Word	1	2	3	4	PC / Mac
Outlook	1	2	3	4	PC / Mac
Excel	1	2	3	4	PC / Mac
PowerPoint	1	2	3	4	PC / Mac
Access	1	2	3	4	PC / Mac
ACT	1	2	3	4	PC / Mac
Advent	1	2	3	4	PC / Mac
QuickBooks	1	2	3	4	PC / Mac
Axys	1	2	3	4	PC / Mac
Other:	_____				
Other:	_____				

## EMPLOYMENT HISTORY

*Please list the most recent employer first. Complete the entire page, even if you have attached your resume.*

Company Name: \_\_\_\_\_ Your Title: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Start/End Dates: \_\_\_\_\_ Start/End Salary: \_\_\_\_\_

Primary Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Company Name: \_\_\_\_\_ Your Title: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Start/End Dates: \_\_\_\_\_ Start/End Salary: \_\_\_\_\_

Primary Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Company Name: \_\_\_\_\_ Your Title: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Start/End Dates: \_\_\_\_\_ Start/End Salary: \_\_\_\_\_

Primary Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Please list any other information that may be pertinent to your work experience:

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**SPECIAL SKILLS: ACCOUNTING (IF APPLICABLE)**

- General Ledger       Accounts Payable       Accounts Receivable       Full Charge Bookkeeping
- Payroll       Bank Teller       Other \_\_\_\_\_
- 10-key by Touch       10-key by Sight       Software used \_\_\_\_\_

**EMPLOYMENT SEARCH DETAILS**

So that we will not waste your time in duplicating your efforts, please list any agencies that you have contacted:

\_\_\_\_\_

\_\_\_\_\_

Please tell us where you have interviewed:

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**PLACEMENT PREFERENCE DETAILS**

Please tell us what your ideal position would be:

Location: \_\_\_\_\_ Salary: \_\_\_\_\_ Hours: \_\_\_\_\_

Type of Firm: \_\_\_\_\_ Size of Firm: \_\_\_\_\_ Benefits: \_\_\_\_\_

Are you interested in temp work?  Yes  No Minimum pay desired: \_\_\_\_\_

Tax filing status:  Single  Married Number of exemptions: \_\_\_\_\_

When are you available to work?  Monday-Friday  Evenings  Weekends

Preferred length of assignments:  Long Term  Short Term  Either

**I understand and agree:**

That the information on this application is true and complete to the best of my knowledge. I also understand that any misstatements or omissions of material facts in my application may be cause for my release from and/or the refusal by Pacific Placement Group, Inc. (PPG) to submit my qualifications to employers;

That by my signature below, I authorize PPG to verify all information given in this application or any other submissions given unless otherwise indicated. Additionally shall I accept a position with any company that I have been referred to by PPG within one year's time from the date of referral; I agree to inform PPG immediately.

The term of my employment with PPG shall be considered "at will" and shall be limited to the duration of any temporary services requested by PPG; That the duration of any such temporary assignment, and any revision thereof, shall be within the sole discretion of PPG; That I will not solicit nor accept any work with clients of PPG without prior notice to PPG; That I will not utilize, publish or disclose any confidential information of PPG or its clients to which I am referred.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pacific Placement Group, Inc. is an equal opportunity employer and supports non-discriminatory interviewing and hiring practices. We are dedicated to a policy of non-discrimination in employment on any basis, including: race, creed, color, age, sex, religion, sexual orientation, veteran status, marital status, or national origin. Any information given above will be used in a professional, nondiscriminatory manner to assist applicants in finding suitable employment.