



Pacific Placement Group, Inc.
260 California St, Ste 801, San Francisco, CA 94111

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: _____

Company Name: _____ Your Title: _____

Company Address: _____

Company Phone: _____ Supervisor: _____

Start/End Dates: _____ Start/End Salary: _____

Primary Responsibilities: _____

Reason for Leaving: _____

Company Name: _____ Your Title: _____

Company Address: _____

Company Phone: _____ Supervisor: _____

Start/End Dates: _____ Start/End Salary: _____

Primary Responsibilities: _____

Reason for Leaving: _____

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

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.