

<b>GENERAL</b>	DATE MO/DAY/YR	LAST NAME	FIRST	MIDDLE	SOCIAL SECURITY #	HOME PHONE	2 Positions best qualified for or interested in: 1. _____ 2. _____	SKILL CODE(S) <b>Do Not Write In This Space</b>		
	HOME ADDRESS				CITY	STATE	ZIP	CELL PHONE	E-MAIL ADDRESS	Licenses/Belts/Certificates
	Are you currently employed? Yes <input type="checkbox"/> No <input type="checkbox"/>	How long have you been looking for a new position?		How many companies have you seen?		If none, why?	Language Abilities:		Hobbies	
	<input type="checkbox"/> Own Home <input type="checkbox"/> Live with Relatives	<input type="checkbox"/> Rent <input type="checkbox"/> Live with Relatives	How did you learn of us? <input type="checkbox"/> Internet site: <input type="checkbox"/> Referred by:		Have you been to other services? Which ones?		Nearest Relative (not living with you): Name/Phone/Where Employed			Willing to relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No Where?
Branch of Military Service	Rank	Duties		Years	When can you start a new position?	When can you take off work to interview? <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon	What distance are you willing to travel each day?			

<b>EDUCATION</b>	School / University	Location City/State	Graduate?	# Hours to Graduate	Working to finish degree?	Degree	Major	GPA	Awards / Achievements	<b>REFERENCES</b>	Name/Title	Company	Phone Number	
	High School		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N									
	College		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N									
	Graduate Degree or Other		<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N									

**SHOW PRESENT OR MOST RECENT EMPLOYMENT FIRST. Your Current Position and Identity Will Be Protected.**

From (Mo/Yr)	Name of Company/Division of	Address	City	State	Phone No.	Source used to find position	# of Employees	Sales Volume
To (Mo/Yr)	Position/Title	Compensation Start: End: OT: Bonus: Amt/When	Working Hours/History	Avg OT Hrs/Week	Date/Amount of Last Raise	Supervisor's Name and Title		
Benefit Package: <input type="checkbox"/> Major Medical/Monthly: _____ <input type="checkbox"/> Dental: _____ <input type="checkbox"/> Optical: _____ <input type="checkbox"/> Profit Sharing: Amount _____ <input type="checkbox"/> Pension: Amount _____ <input type="checkbox"/> 401(k) with _____ % match <input type="checkbox"/> Life Insurance								
<input type="checkbox"/> No. of Paid Holidays: _____ <input type="checkbox"/> No. of weeks vacation: _____ <input type="checkbox"/> No. of sick/personal days: _____ <input type="checkbox"/> Credit Union <input type="checkbox"/> Tuition <input type="checkbox"/> Employee Discounts <input type="checkbox"/> Child Care <input type="checkbox"/> Short-term Disability <input type="checkbox"/> Long-term Disability <input type="checkbox"/> Other								

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Reason for leaving or why you desire to leave: <input type="checkbox"/> No future <input type="checkbox"/> Poor working conditions <input type="checkbox"/> Lack of company growth <input type="checkbox"/> Repetitive duties <input type="checkbox"/> Company instability <input type="checkbox"/> Antiquated business attitude <input type="checkbox"/> Poor employer-employee communications <input type="checkbox"/> No merit promotions <input type="checkbox"/> Lack of job security <input type="checkbox"/> No cooperation among employees <input type="checkbox"/> Other	What points are important to you in evaluating a new position?	Are you receiving severance? <input type="checkbox"/> Yes <input type="checkbox"/> No What are you receiving? / When does it end?
Explain in detail your reasons for leaving or wanting to leave this position	What reaction will your current employer have when you give notice?	

From (Mo/Yr)	Name of Company/Division of	Address	City	State	Phone No.	Source used to find position	# of Employees	Sales Volume
To (Mo/Yr)	Position/Title	Working Hours	Compensation Start: End: OT: Bonus:	Supervisor's Name and Title				
Explain in detail your reasons for leaving this position								

Do Not Write In This Space

From (Mo/Yr)	Name of Company/Division of	Address	City	State	Phone No.	Source used to find position	# of Employees	Sales Volume
To (Mo/Yr)	Positions/Titles	Compensation Start: End: OT: Bonus:	Supervisor's Name and Title					

From (Mo/Yr)	Name of Company/Division of	Address	City	State	Phone No.	Source used to find position	# of Employees	Sales Volume
To (Mo/Yr)	Positions/Titles	Compensation Start: End: OT: Bonus:	Supervisor's Name and Title					



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Test Scores

# Technical/Professional Skill Sheet

Only mark areas in which you have had **ACTUAL JOB EXPERIENCE**.

Last Name	First Name
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	<input checked="" type="checkbox"/> HAVE EXPERIENCE	<input checked="" type="checkbox"/> BEST SKILLS
<b>ENGINEERING (TP01)</b>		
01 CAD designer .....	<input type="checkbox"/>	<input type="checkbox"/>
02 Chemical engineer .....	<input type="checkbox"/>	<input type="checkbox"/>
03 Civil engineer .....	<input type="checkbox"/>	<input type="checkbox"/>
04 Design engineer .....	<input type="checkbox"/>	<input type="checkbox"/>
05 Electrical engineer .....	<input type="checkbox"/>	<input type="checkbox"/>
06 Electronic engineer .....	<input type="checkbox"/>	<input type="checkbox"/>
07 Environmental engineer .....	<input type="checkbox"/>	<input type="checkbox"/>
08 Industrial engineer .....	<input type="checkbox"/>	<input type="checkbox"/>
09 Mechanical engineer .....	<input type="checkbox"/>	<input type="checkbox"/>
10 Process engineer .....	<input type="checkbox"/>	<input type="checkbox"/>
11 Sales engineer .....	<input type="checkbox"/>	<input type="checkbox"/>
12 Technical writer .....	<input type="checkbox"/>	<input type="checkbox"/>
13 PLC Programming .....	<input type="checkbox"/>	<input type="checkbox"/>
14 Robotics .....	<input type="checkbox"/>	<input type="checkbox"/>
15 Applications engineer .....	<input type="checkbox"/>	<input type="checkbox"/>
16 Electronic controls engr .....	<input type="checkbox"/>	<input type="checkbox"/>
17 Electrical designer .....	<input type="checkbox"/>	<input type="checkbox"/>
18 Mechanical designer .....	<input type="checkbox"/>	<input type="checkbox"/>
19 Industrial designer .....	<input type="checkbox"/>	<input type="checkbox"/>
20 Field service engineer .....	<input type="checkbox"/>	<input type="checkbox"/>
21 Electrical drafter .....	<input type="checkbox"/>	<input type="checkbox"/>
22 Mechanical drafter .....	<input type="checkbox"/>	<input type="checkbox"/>
23 Engineering manager .....	<input type="checkbox"/>	<input type="checkbox"/>
24 Manufacturing engineer .....	<input type="checkbox"/>	<input type="checkbox"/>
25 Packaging engineer .....	<input type="checkbox"/>	<input type="checkbox"/>
99 Other engineering .....	<input type="checkbox"/>	<input type="checkbox"/>

	<input checked="" type="checkbox"/> HAVE EXPERIENCE	<input checked="" type="checkbox"/> BEST SKILLS
<b>INFORMATION TECHNOLOGY (TP03)</b>		
01 Computer repair tech .....	<input type="checkbox"/>	<input type="checkbox"/>
02 IT support/Help desk .....	<input type="checkbox"/>	<input type="checkbox"/>
03 Systems administrator .....	<input type="checkbox"/>	<input type="checkbox"/>
04 Systems engineer .....	<input type="checkbox"/>	<input type="checkbox"/>
05 Network engineer .....	<input type="checkbox"/>	<input type="checkbox"/>
06 IT management .....	<input type="checkbox"/>	<input type="checkbox"/>
07 Network administrator .....	<input type="checkbox"/>	<input type="checkbox"/>
08 IT Sales .....	<input type="checkbox"/>	<input type="checkbox"/>
99 Other IT experience .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>SOFTWARE DEVELOPMENT (TP04)</b>		
01 Programmer .....	<input type="checkbox"/>	<input type="checkbox"/>
02 Web developer .....	<input type="checkbox"/>	<input type="checkbox"/>
03 Database administrator .....	<input type="checkbox"/>	<input type="checkbox"/>
04 Applications developer .....	<input type="checkbox"/>	<input type="checkbox"/>
05 Applications architect .....	<input type="checkbox"/>	<input type="checkbox"/>
06 Project manager .....	<input type="checkbox"/>	<input type="checkbox"/>
99 Other development exp .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>SKILLED TECHNICIANS (TP05)</b>		
01 CAD operator .....	<input type="checkbox"/>	<input type="checkbox"/>
02 CNC programmer .....	<input type="checkbox"/>	<input type="checkbox"/>
03 Electronic technician .....	<input type="checkbox"/>	<input type="checkbox"/>
04 Engineering asst .....	<input type="checkbox"/>	<input type="checkbox"/>
05 Service technician .....	<input type="checkbox"/>	<input type="checkbox"/>
06 Solderer .....	<input type="checkbox"/>	<input type="checkbox"/>
07 NDT technician .....	<input type="checkbox"/>	<input type="checkbox"/>
08 Printer .....	<input type="checkbox"/>	<input type="checkbox"/>
09 Mechanical technician .....	<input type="checkbox"/>	<input type="checkbox"/>
99 Other skilled technician .....	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/> HAVE EXPERIENCE	<input type="checkbox"/> BEST SKILLS
<b>INDUSTRIAL MGMT (TP02)</b>		
01 Foreman .....	<input type="checkbox"/>	<input type="checkbox"/>
02 Maintenance supervisor .....	<input type="checkbox"/>	<input type="checkbox"/>
03 Production supervisor .....	<input type="checkbox"/>	<input type="checkbox"/>
04 Warehouse supervisor .....	<input type="checkbox"/>	<input type="checkbox"/>
05 Distribution supervisor .....	<input type="checkbox"/>	<input type="checkbox"/>
06 Estimator .....	<input type="checkbox"/>	<input type="checkbox"/>
07 Production scheduler .....	<input type="checkbox"/>	<input type="checkbox"/>
08 Expediter .....	<input type="checkbox"/>	<input type="checkbox"/>
99 Other industrial mgmt .....	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/> HAVE EXPERIENCE	<input type="checkbox"/> BEST SKILLS
<b>QUALITY CONTROL (TP06)</b>		
01 Inspector .....	<input type="checkbox"/>	<input type="checkbox"/>
02 QC/QA technician .....	<input type="checkbox"/>	<input type="checkbox"/>
03 QC/QA engineer .....	<input type="checkbox"/>	<input type="checkbox"/>
04 QC/QA supervisor .....	<input type="checkbox"/>	<input type="checkbox"/>
99 Other QC/QA experience .....	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/> HAVE EXPERIENCE	<input type="checkbox"/> BEST SKILLS
<b>CHEMICAL (TP07)</b>		
01 Batch maker .....	<input type="checkbox"/>	<input type="checkbox"/>
02 Chemist .....	<input type="checkbox"/>	<input type="checkbox"/>
03 Lab technician .....	<input type="checkbox"/>	<input type="checkbox"/>
04 Metallurgical technician .....	<input type="checkbox"/>	<input type="checkbox"/>
99 Other chemical .....	<input type="checkbox"/>	<input type="checkbox"/>

## SOFTWARE/DEVELOPMENT PACKAGES

	<input checked="" type="checkbox"/> HAVE EXPERIENCE	<input checked="" type="checkbox"/> BEST SKILLS
<b>IT DEVELOPMENT (SW08)</b>		
01 Active X .....	<input type="checkbox"/>	<input type="checkbox"/>
02 Adobe Flex .....	<input type="checkbox"/>	<input type="checkbox"/>
03 AJAX .....	<input type="checkbox"/>	<input type="checkbox"/>
04 ANSI SQL .....	<input type="checkbox"/>	<input type="checkbox"/>
05 ASP.NET .....	<input type="checkbox"/>	<input type="checkbox"/>
06 C Programming .....	<input type="checkbox"/>	<input type="checkbox"/>
07 C++ .....	<input type="checkbox"/>	<input type="checkbox"/>
08 CGI .....	<input type="checkbox"/>	<input type="checkbox"/>
09 COBOL .....	<input type="checkbox"/>	<input type="checkbox"/>
10 Cold Fusion .....	<input type="checkbox"/>	<input type="checkbox"/>
11 Crystal Reports .....	<input type="checkbox"/>	<input type="checkbox"/>
12 DB2 .....	<input type="checkbox"/>	<input type="checkbox"/>
13 DHTML .....	<input type="checkbox"/>	<input type="checkbox"/>
14 HTML .....	<input type="checkbox"/>	<input type="checkbox"/>
15 Java .....	<input type="checkbox"/>	<input type="checkbox"/>
16 Java Script .....	<input type="checkbox"/>	<input type="checkbox"/>
17 Lotus Notes .....	<input type="checkbox"/>	<input type="checkbox"/>
18 Macromedia .....	<input type="checkbox"/>	<input type="checkbox"/>
19 Microsoft Access .....	<input type="checkbox"/>	<input type="checkbox"/>
20 Microsoft C# .....	<input type="checkbox"/>	<input type="checkbox"/>
21 Object Oriented Programming .....	<input type="checkbox"/>	<input type="checkbox"/>
22 Oracle .....	<input type="checkbox"/>	<input type="checkbox"/>
23 PeopleSoft .....	<input type="checkbox"/>	<input type="checkbox"/>
24 PHP .....	<input type="checkbox"/>	<input type="checkbox"/>
25 Progress .....	<input type="checkbox"/>	<input type="checkbox"/>
26 Rational Rose .....	<input type="checkbox"/>	<input type="checkbox"/>
27 Relational Database Design .....	<input type="checkbox"/>	<input type="checkbox"/>
28 Ruby .....	<input type="checkbox"/>	<input type="checkbox"/>
29 SAP Database .....	<input type="checkbox"/>	<input type="checkbox"/>
30 SCO Unix .....	<input type="checkbox"/>	<input type="checkbox"/>
31 SQL .....	<input type="checkbox"/>	<input type="checkbox"/>
32 Sybase .....	<input type="checkbox"/>	<input type="checkbox"/>
33 Visual Basic .....	<input type="checkbox"/>	<input type="checkbox"/>
34 Visual FoxPro .....	<input type="checkbox"/>	<input type="checkbox"/>
35 Visual Interdev .....	<input type="checkbox"/>	<input type="checkbox"/>
36 Visual J++ .....	<input type="checkbox"/>	<input type="checkbox"/>
37 Windows .....	<input type="checkbox"/>	<input type="checkbox"/>
38 XML .....	<input type="checkbox"/>	<input type="checkbox"/>
39 MYSQL .....	<input type="checkbox"/>	<input type="checkbox"/>
40 Access .....	<input type="checkbox"/>	<input type="checkbox"/>
41 Embedded Programming .....	<input type="checkbox"/>	<input type="checkbox"/>
42 .Net .....	<input type="checkbox"/>	<input type="checkbox"/>
99 Other development software .....	<input type="checkbox"/>	<input type="checkbox"/>

	<input checked="" type="checkbox"/> HAVE EXPERIENCE	<input checked="" type="checkbox"/> BEST SKILLS
<b>WORD PROCESSING (SW01)</b>		
01 Microsoft Office .....	<input type="checkbox"/>	<input type="checkbox"/>
02 Microsoft Word .....	<input type="checkbox"/>	<input type="checkbox"/>
03 WordPerfect .....	<input type="checkbox"/>	<input type="checkbox"/>
04 Lotus WordPro .....	<input type="checkbox"/>	<input type="checkbox"/>
05 Lotus Notes .....	<input type="checkbox"/>	<input type="checkbox"/>
06 Microsoft Outlook .....	<input type="checkbox"/>	<input type="checkbox"/>
99 Other word processing .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>SPREADSHEET (SW04)</b>		
01 Excel .....	<input type="checkbox"/>	<input type="checkbox"/>
02 Lotus .....	<input type="checkbox"/>	<input type="checkbox"/>
03 Quattro Pro .....	<input type="checkbox"/>	<input type="checkbox"/>
99 Other spreadsheet .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>CAD SOFTWARE (SW07)</b>		
01 AutoCAD .....	<input type="checkbox"/>	<input type="checkbox"/>
02 Autodesk Inventor .....	<input type="checkbox"/>	<input type="checkbox"/>
03 Design Works .....	<input type="checkbox"/>	<input type="checkbox"/>
04 EPLAN .....	<input type="checkbox"/>	<input type="checkbox"/>
06 Microsoft Visio .....	<input type="checkbox"/>	<input type="checkbox"/>
07 Microstation .....	<input type="checkbox"/>	<input type="checkbox"/>
08 Pro-E .....	<input type="checkbox"/>	<input type="checkbox"/>
09 SolidEdge .....	<input type="checkbox"/>	<input type="checkbox"/>
10 SolidWorks .....	<input type="checkbox"/>	<input type="checkbox"/>
11 VectorWorks .....	<input type="checkbox"/>	<input type="checkbox"/>
99 Other CAD software .....	<input type="checkbox"/>	<input type="checkbox"/>

## MISCELLANEOUS INFORMATION

	<b>YES</b>	<b>NO</b>
Do you... own a car? .....	<input type="checkbox"/>	<input type="checkbox"/>
want part time only? .....	<input type="checkbox"/>	<input type="checkbox"/>
Are you... a college student? .....	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/> HAVE EXPERIENCE	<input type="checkbox"/> BEST SKILLS
<b>EDUCATION (ED02)</b>		
01 Associates Degree .....	<input type="checkbox"/>	<input type="checkbox"/>
02 Bachelors Degree .....	<input type="checkbox"/>	<input type="checkbox"/>
03 Masters Degree .....	<input type="checkbox"/>	<input type="checkbox"/>
04 PhD .....	<input type="checkbox"/>	<input type="checkbox"/>
06 Technical Degree .....	<input type="checkbox"/>	<input type="checkbox"/>
07 Military Service .....	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/> HAVE EXPERIENCE	<input type="checkbox"/> BEST SKILLS
<b>INFORMATION SYSTEMS (TP08)</b>		
01 Active Directory .....	<input type="checkbox"/>	<input type="checkbox"/>
02 Apache Web Server .....	<input type="checkbox"/>	<input type="checkbox"/>
03 Cisco Network/Switches .....	<input type="checkbox"/>	<input type="checkbox"/>
04 Cisco Router .....	<input type="checkbox"/>	<input type="checkbox"/>
05 DB2 .....	<input type="checkbox"/>	<input type="checkbox"/>
06 Linux/UNIX .....	<input type="checkbox"/>	<input type="checkbox"/>
07 Microsoft Exchange Server .....	<input type="checkbox"/>	<input type="checkbox"/>
08 Microsoft IIS .....	<input type="checkbox"/>	<input type="checkbox"/>
09 MS Systems Mgmt Server .....	<input type="checkbox"/>	<input type="checkbox"/>
10 Microsoft Windows .....	<input type="checkbox"/>	<input type="checkbox"/>
11 Solaris .....	<input type="checkbox"/>	<input type="checkbox"/>
12 TCP/IP .....	<input type="checkbox"/>	<input type="checkbox"/>
99 Other information systems .....	<input type="checkbox"/>	<input type="checkbox"/>

