

CANDIDATE _____ DATE _____ CONSULTANT _____

I. PERSONAL INFORMATION

Last Name _____ First _____ M.I. _____ Maiden Name _____
Home Phone _____ Work Phone _____ Cell Phone _____
Home e-mail _____ Work e-mail _____
Street Address _____ City _____ State _____ Zip _____
Emergency Contact _____ Relationship _____ Phone _____
Location Desired _____ Interview Times _____
Please list the source that prompted you to contact us? _____ Recruited by: _____
Referred by: _____ Internet Ad: _____ Printed Ad: _____

II. WORK HISTORY Please enter your work experience beginning with your current or most recent position. Offers of employment are contingent upon the accuracy of the information provided orally or in writing. Some of our clients require W-2 wage verification. _____ Please Initial here.

Company _____ From _____ To _____
Title _____ Area of Law _____ Hours _____
Starting Salary _____ Current/Ending Salary _____ Bonus _____ Overtime _____
Direct Supervisor's Name & Title _____ Phone _____
Reason(s) for Leaving _____

Company _____ From _____ To _____
Title _____ Area of Law _____ Hours _____
Starting Salary _____ Current/Ending Salary _____ Bonus _____ Overtime _____
Direct Supervisor's Name & Title _____ Phone _____
Reason(s) for Leaving _____

Company _____ From _____ To _____
Title _____ Area of Law _____ Hours _____
Starting Salary _____ Current/Ending Salary _____ Bonus _____ Overtime _____
Direct Supervisor's Name & Title _____ Phone _____
Reason(s) for Leaving _____

III. Skills

Software Skills: Word Perfect MS Word Excel PowerPoint Access Summation Juris Elite Timeslips
Other: _____
Areas of Law in which you have experience: _____

IV. EDUCATION

	Major	Degree	GPA	Date Graduated
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Additional Schooling	_____	_____	_____	_____
Certificate Program	_____	_____	_____	_____

V. RESUME ACTIVITY

If you have submitted your resume or interviewed for a new job prior to coming here, please indicate your activity to this date. This will help us avoid referring you to the same companies. Please include any companies or any other employment agencies to which you have sent your resume.

COMPANY/AGENCY	POSITION	SALARY	INTERVIEWED BY	RESULTS

VI. REFERENCES

References are used as a source to further develop our understanding of your experience

CO-WORKERS

NAME	POSITION	COMPANY	TELEPHONE

PROFESSIONAL/SUPERVISOR

NAME	POSITION	COMPANY	TELEPHONE

It is a commitment of Shuart & Associates, Inc., to refer candidates for employment without regard to race, religion, color, national origin, physical handicap, gender, age, or any other legally protected classification.

Reference Check Authorization

I agree that Shuart & Associates, Inc., may conduct a background, reference, and/or credit check in its efforts to represent me as a candidate for employment. By signing below, I certify that all information contained in this application is truthful to the best of my knowledge, and I understand that any discrepancies may result in Shuart & Associates not representing me as a candidate for employment.

Shuart & Associates, Inc., has my permission to contact my present employer. (Please Check) Yes _____ No _____

Are you authorized to work in the United States? _____

Have you ever been convicted of a felony? _____ If yes, please explain _____

Signature _____ Date _____