

# ALMOND & ASSOCIATES

*Fields marked with an \* are required*

*Last Name, First Name		M.I.	*Home Phone:	EDUCATION	SCHOOL	GRADUATED
				HIGH SCHOOL		Yes <input type="checkbox"/> / No <input type="checkbox"/>
*Address			Work Phone:	COL/UNI		Yes <input type="checkbox"/> / No <input type="checkbox"/>
				BUS/TECH		Yes <input type="checkbox"/> / No <input type="checkbox"/>
*City	State	Zip	*Cell Phone	DEGREE		
				MAJOR/MINOR		
Full-time? <input type="checkbox"/>	Part-time? <input type="checkbox"/>	Temp-to-hire? <input type="checkbox"/>	Temp? <input type="checkbox"/>	Willing to relocate? Yes <input type="checkbox"/> / No <input type="checkbox"/>	OTHER	
*Career Choice	Min. Salary	*Email		Have you ever worked for/applied to an employment agency? Yes <input type="checkbox"/> / No <input type="checkbox"/>		
1.						
2.	Desired Salary	*Preferred Job Location(s)		If so, where?		
3.						

## EMPLOYMENT HISTORY

Started: (Mo/Yr)	Left: (Mo/Yr)	*Position(s) Held: Accomplishments:	Reason for Change:
*Company			
*City:	State:	Industry Type:	Supervisor's Name and Title:
Phone:			
Started: (Mo/Yr)	Left: (Mo/Yr)	*Position(s) Held: Accomplishments:	Reason for Change:
*Company			
*City:	*State:	Industry Type:	Supervisor's Name and Title:
Phone:			
Started: (Mo/Yr)	Left: (Mo/Yr)	*Position(s) Held: Accomplishments:	Reason for Change:
*Company			
*City:	State:	Industry Type:	Supervisor's Name and Title:
Phone:			

## CONTACTS

List the names and contact info of those with clerical, customer service, HR, or accounting skills who would benefit from our services (optional):

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

List 2 co-workers who can comment on your performance (optional):

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Company: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Have you been convicted of a crime within the last 7 years? Yes  / No  Explain: \_\_\_\_\_  
(A conviction will not automatically bar an applicant from consideration.)

\*Have you filed bankruptcy within the last 7 years? Yes  / No  If so, when? \_\_\_\_\_

**\*Applicant Agreement:** By signing below, I acknowledge my understanding that the information requested on this card is for employment purposes, and I hereby affirm that all statements made in completing this form are true and complete. I further understand that some client companies may request Almond & Associates to check the references of prospective employees and/or request a drug/alcohol screening test. Therefore, I hereby give Almond & Associates permission and authority to conduct background and reference checking in consideration of employment with Almond & Associates or one of its clients. I further understand and agree to submit to a drug/alcohol screening test if requested by Almond & Associates or one of its clients.

**\*At Will Acknowledgement:** I further understand that neither this application for employment or any other forms, materials or testing instruments is an employment agreement, either expressed, or implied, and understand that Almond & Associates does not guarantee I will be placed in a position. Placement will be based solely upon availability of positions and a match between my skills and abilities and that of the position being filled. I understand if am placed, my employment is "at will" and my employment and compensation can be terminated, with or without cause, with or without notice at any time, at the option of either the company or myself.

\_\_\_\_\_  
 \*Applicant Signature \_\_\_\_\_  
 \*Date