



# In Search Of

Search Consultants @ Law

## EMPLOYMENT APPLICATION

ISO's policy is to make client referrals based on merit only. The selection process is not influenced by race, sex, religion, age or national origin. I authorize reference verifications with any supervisors listed below and understand that I have the right to a disclosure of the nature and substance of such reference. Additionally, I am aware that I am not obligated to a service fee or contract to pay a service fee should I decide to leave any position I accept through ISO. I hereby authorize ISO to represent me in front of its clients and agree to work exclusively with ISO for at least the first two weeks of search.

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

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

How did you hear about ISO? WPost  LTimes  ISO called you  Referral  Who? \_\_\_\_\_ Tel \_\_\_\_\_

### PERSONAL HISTORY

First Name	M.I.	Last Name	S.S.#
Home Address		City/State	Zip
Home Tel	Work Tel	Alternative Tel	Email
US Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>	Work Permit? Yes <input type="checkbox"/> No <input type="checkbox"/>	Can you drive to work? Yes <input type="checkbox"/> No <input type="checkbox"/>	

### EDUCATION

High School Grad? Yes <input type="checkbox"/> No <input type="checkbox"/> Year?	Associate's Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> Year?	Mayor?
BA/BS Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> Year?	College/University	City/State
Mayor?	Minor?	GPA?
Master's Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> Year?	College/University	City/State
Mayor?	Minor?	GPA?
Other Education Year?	College/University	City/State
Language Proficiencies (Grade scale 1-7)		

### EMPLOYMENT EXPECTATIONS

Desired Title	Desired Benefits	Desired \$	Minimum\$
Available for O/T? Yes <input type="checkbox"/> No <input type="checkbox"/> Hrs/wk?	Yrs. Experience: In Field?	Yrs. Exp. Out of High School/College?	

**SKILLS** Please indicate words per minute if applicable or otherwise grade your self on a scale of 1-10 (ten being the highest.)

Word Processing	1-10	Computers	1-10	Numerical	1-10	Other equipment	1-10
Typing (Speed in WPM)		Word		Bookkeeping		Adding Machine	
Shorthand (Speed)		Access		Full Charge		Fax	
Dictaphone (Speed)		Excel		Asst. Bkpr		TWX	
Statistical		PowerPoint		Payroll			
Production		Outlook		Acct's Receivable		<b>Other Skills</b>	
Legal		WordPerfect		Acct's Payable			
Medical		E-mail		CPA			
Technical				Audit			
Data Entry				Bank Reconciliation			

### ISO COMMENTS


## EMPLOYMENT HISTORY

### CURRENT EMPLOYMENT

Name of Company	City/State	HR Manager
Your Name while Employed	Your Title	Your telephone
Supervisor's Name	His/Her Title	His/Her Telephone
Employment from (M/Y) to (M/Y)	Base Annual Salary	Last Review Date
Total Health Care insurance you pay for Single \$	Family\$	Dental \$
Disability		Life
Annual Leave: Vacation? Sick?	Holidays?	Other?
Bonus Plan? Yes <input type="checkbox"/> No <input type="checkbox"/> How much? When?	401K Yes <input type="checkbox"/> No <input type="checkbox"/>	Employer's contrib. %
Pension Plan Yes <input type="checkbox"/> No <input type="checkbox"/> Your max. contrib %	Tuition %	Other?
Retirement Plan	Hours	Pre-tax Benefits
Profit Sharing	Paid Parking	
Other Benefits mandatory for your next job:		
Reason for Leaving (that you will tell your next employer)		
May we check this reference? Yes <input type="checkbox"/> No <input type="checkbox"/> (Please call your reference to say hello and say we will be calling.)		

### PREVIOUS EMPLOYMENT

Name of Company	City/State	HR Manager
Your Name while Employed	Your Title	Your telephone
Supervisor's Name	His/Her Title	His/Her Telephone
Employment from (M/Y) to (M/Y)	Base Annual Salary	Worked for how many?
Reason for Leaving:		
May we check this reference? Yes <input type="checkbox"/> No <input type="checkbox"/> (Please call your reference to say hello and say we will be calling)		

### PREVIOUS EMPLOYMENT

Name of Company	City/State	HR Manager
Your Name while Employed	Your Title	Your telephone
Employment from (M/Y) to (M/Y)	Base Annual Salary	Worked for how many?
Supervisor's Name	His/Her Title	His/Her Telephone
Reason for Leaving:		
May we check this reference? Yes <input type="checkbox"/> No <input type="checkbox"/> (Please call your reference to say hello and say we will be calling)		

### PREVIOUS EMPLOYMENT

Name of Company	City/State	HR Manager
Your Name while Employed	Your Title	Your telephone
Employment from (M/Y) to (M/Y)	Base Annual Salary	Worked for how many?
Supervisor's Name	His/Her Title	His/Her Telephone
Reason for Leaving:		
May we check this reference? Yes <input type="checkbox"/> No <input type="checkbox"/> (Please call your reference to say hello and say we will be calling)		

### PREVIOUS SEARCH ACTIVITY & PROSPECTIVE INTERVIEWS

Date	Company	Time	Position	Results