

DATE _____

PC _____

DANIEL ROBERTS

STAFFING SINCE 1968

TO HELP US FIND YOU A CHALLENGING POSITION, PLEASE SUPPLY US WITH THE FOLLOWING INFORMATION:

NAME: _____ HOME PHONE: _____ OFFICE PHONE: _____

EMAIL: _____ CELL PHONE: _____ SOCIAL SECURITY: _____ - _____ - _____

STREET: _____ CITY: _____ STATE: _____ ZIP: _____

DESIRED POSITION: _____ SALARY RANGE: _____ - _____

HAVE YOU EVER VISITED A DANIEL ROBERTS OFFICE? ___ IF SO, WHOM DID YOU MEET? _____

ARE YOU INTERESTED IN TEMPING WHILE YOU LOOK FOR A PERMANENT POSITION? _____

DO YOU HAVE A CAR? _____ GEOGRAPHIC PREFERENCE (CHECK):

BOSTON/CAMBRIDGE _____ METRO WEST _____ S. SHORE _____ N.SHORE _____

HOW DID YOU HEAR OF US?

YELLOW PAGES _____ INTERNET JOB BOARD(SPECIFY) _____

DANIELROBERTS.COM _____ FRIEND (NAME): _____ JOB FAIR: _____

COLLEGE NAME: _____ YR. GRADUATED: _____

HIGH SCHOOL NAME: _____ YR. GRADUATED: _____

SECRETARIAL SCHOOL NAME: _____ FOREIGN LANGUAGES: _____

PLEASE CHECK AREAS OF EXPERIENCE:

OFFICE SKILLS

- TYPING
SPEED _____
- SHORTHAND
SPEED _____
- SPEEDWRITING
SPEED _____
- SWITCHBOARD
- DICTAPHONE
- GENERAL LEDGER
- A/P, A/R
- PAYROLL
- TRIAL BALANCE

PC

- MS WORD
- MS EXCEL
- MS POWER POINT
- MS OUTLOOK
- WORDPERFECT
- LOTUS 1-2-3
- LOTUS NOTES
- MS ACCESS
- INTERNET

MACINTOSH

- MS WORD
- WORD PERFECT
- MS EXCEL
- MS POWERPOINT
- MS OUTLOOK
- FILEMAKER PRO
- DATA BASE _____
- OTHER _____

**CONTINUED ON OTHER
SIDE**

HOW LONG HAVE YOU SEARCHED FOR A NEW POSITION? _____

TO AVOID DUPLICATION, WHAT OTHER COMPANIES AND/OR AGENCIES HAVE YOU CONTACTED? _____

WHICH ONE OF THE FOLLOWING IS MOST IMPORTANT IN YOUR NEXT POSITION?
SALARY _____ GROWTH _____ RESPONSIBILITY _____ SECURITY _____

WHICH ENVIRONMENT IS MOST APPEALING TO YOU IN YOUR NEXT POSITION?
FORMAL _____ INFORMAL _____ STRUCTURED _____ FLEXIBLE _____

FORMER EMPLOYMENT (GIVE LAST EMPLOYER FIRST)

FROM ___/___ TO ___/___ EMPLOYER: _____ POSITION HELD: _____
REASON FOR LEAVING: _____
SALARY UPON DEPARTURE: _____

FROM ___/___ TO ___/___ EMPLOYER: _____ POSITION HELD: _____
REASON FOR LEAVING: _____
SALARY UPON DEPARTURE: _____

FROM ___/___ TO ___/___ EMPLOYER: _____ POSITION HELD: _____
REASON FOR LEAVING: _____
SALARY UPON DEPARTURE: _____

FROM ___/___ TO ___/___ EMPLOYER: _____ POSITION HELD: _____
REASON FOR LEAVING: _____
SALARY UPON DEPARTURE: _____

WE NEED YOUR APPROVAL TO VERIFY YOUR REFERENCES. I AUTHORIZE DANIEL ROBERTS TO CHECK THE FOLLOWING BUSINESS REFERENCES:

NAME: _____ COMPANY: _____ POSITION: _____ PHONE: _____
NAME: _____ COMPANY: _____ POSITION: _____ PHONE: _____
NAME: _____ COMPANY: _____ POSITION: _____ PHONE: _____
NAME: _____ COMPANY: _____ POSITION: _____ PHONE: _____
NAME: _____ COMPANY: _____ POSITION: _____ PHONE: _____

OUR CLIENTS ARE EQUAL OPPORTUNITY EMPLOYERS AND ASSUME ALL FEES

SIGNATURE _____ DATE: _____