PLEASE ANSWER QUESTIONS, EVEN IF YOU HAVE A RESUME - INFORMATION WILL BE VERIFIED - DATA SHEET

| Last Name / / / / / / / First / / / / / / / / / / / / / / / / Middle / / / / / / | ( ) – / / / / / Landline Number / / / / / | ( ) – / / / / / Cell Phone Number / / / / / | – / / / For Office Use Only / / / |
|---|---|---|---|

| PRESENT ADDRESS: Street | Position Desired: 1. 2. | Date: |
|---|---|---|
| City State Zip | Salary Desired: $ / Least Acceptable: $ | Personal Email: |

| Security Clearance: | Best Time For Interviews: | Will You Relocate: | Are you a USA Citizen or Do You Have Legal Rights to Remain Permanently in USA? "If no" what kind of VISA? | Last 4 Digits of Social Security # |
|---|---|---|---|---|

| Percent You Will Travel: | Ever Been Convicted of a Felony? | Is Your Resume On-Line? | Which Sites? | When Available: | How Long Lived in Area? | Can You Receive Text Messages? |
|---|---|---|---|---|---|---|

| Have You Ever Registered With a Babich & Associates Office Before? | If So, Which Office? | When? | Through What Service Did You Come to our Service? | May Your Identity Be Released To All But Your Present Employer? |
|---|---|---|---|---|

ON EACH JOB BELOW GIVE:
1. Dates Started and Left
2. Time Spent in Each

GIVE COMPLETE EMPLOYMENT RECORD STARTING WITH PRESENT OR LAST EMPLOYER. SHOW DATES AND LOCATION FOR UNEMPLOYED AND SELF-EMPLOYED PERIODS.

| COMPANY/SUBSIDIARY OR PARENT | SUPERVISOR-KIND OF BUSINESS | Salary - Titles of Positions Held |
|---|---|---|

**Present** or Previous Position

1. Started Mo. Yr. / Left Mo. Yr.
2. Actual Time Spent in Years/Months

| Name | Supervisors Name | Current / Bonus/ Additional Comp. |
|---|---|---|
| Address | Title / Phone | Positions Held Present-Last |
| | Kind of Business | Previous |
| Reason For Leaving | Products | Next |
| Describe Job | | |
| Significant Accomplishments | | |

Previous Position

1. Started Mo. Yr. / Left Mo. Yr.
2. Actual Time Spent in Years/Months

| Name | Supervisors Name | Current / Bonus/ Additional Comp. |
|---|---|---|
| Address | Title / Phone | Positions Held Present-Last |
| | Kind of Business | Previous |
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| Address | Title / Phone | Positions Held Present-Last |
| | Kind of Business | Previous |
| Reason For Leaving | Products | Next |
| Describe Job | | |
| Significant Accomplishments | | |

**IT IS OUR POLICY THAT THERE WILL BE NO DISCRIMINATION AGAINST ANY PERSON BECAUSE OF: RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, HANDICAP OR VETERAN STATUS.**

## PLEASE BE FACTUAL...INFORMATION REGARDING DEGREES, HOURS OF COLLEGE, GPA, ETC...WILL BE VERIFIED

| SCHOOL | NAME – LOCATION | CIRCLE HIGHEST GRADE COMPLETED | LAST YR. ATTENDED | FIELD OF STUDY | | REC'D DIPLOMA/DEGREE | | OVERALL GRADE PT. AV. | GRADUATED HIGH SCHOOL? |
|---|---|---|---|---|---|---|---|---|---|
| | | | | MAJOR | MINOR | YEAR | DEGREE – KIND | | |
| Junior College | | 1 2 | | | | | | | Received GED? |
| College or University | | 1 2 3 4 Total Hours | | | | | | | Are You Attending School Now? Which? |
| Graduate School | | 1 2 3 4 Total Hours | | | | | | | Courses Taking |
| Business / Trade School | | | | | | | | | In Which Subjects Did You Get Highest Grades? |

Professional License, Certification or Registration # or # Parts Passed

| Member: Professional, Technical Organizations | Other Organizations | Offices Held |
|---|---|---|

Self Development Courses Taken

| List Foreign Languages. Note: Speak, Read, Write | Do You Type | WPM | Take Shorthand | WPM | Method of Shorthand |
|---|---|---|---|---|---|
| List Machines You Operate | Hobbies or Interests | | | | |

Computer Experience

| Of Your Past Experience(s) Which Job Did You Like Most? | Why |
|---|---|

**List Below Names of Companies To Which You Recently Made Application And Do Not Want Us To Contact In Your Behalf:**

Summarize Achievements, Qualifications & Pertinent Information Not Included So Far.

My Key Qualification Which I Feel Would Be Of Interest To An Employer is

***We Are Successful For You Because Throughout Your Career, Even Years From Now, We Will Inform You of Opportunities That May Be of Value To You. Pleas Give Us The Names, Addresses, Phone Nos. of <u>Persons Who Can Locate You Within a Reasonable Time (Now And In The Future) (Not References)</u>.**

| Name | Address | Phone |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

"I AFFIRM THAT EVERYTHING GIVEN ON THIS DATA SHEET IS TRUE AND CORRECT. I AFFIRM THAT I HAVE A GENUINE INTENT ON FINDING AN EMPLOYMENT OPPORTUNITY AND NO OTHER PURPOSE IN MAKING APPLICATION THROUGH BABICH & ASSOCIATES."

DO NOT WRITE BELOW DOUBLE LINE

Signature _____ Date _____

| COMPANY | DATE TOLD | J.O. DATE |
|---|---|---|
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| COMPANY | DATE TOLD | J.O. DATE |
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| COMPANY – FULL LEGAL NAME | DATE REPORTS | SALARY | FEE | DATE PAID |
|---|---|---|---|---|
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