

PROFILE FORM



Innovative Staffing Solutions

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www.issfinance.com

Federal law prohibits discrimination based on age, race, religion, sex or national origin. Information given through your profile cannot and will not be used for any discriminatory purpose.

Please Print

Last Name		First		Middle	
Address					
City		State		Zip Code	
Home Phone		Business Phone		Cell Phone	
E-mail Address			Social Security #:		
Previous Address / City State ZIP		Emergency Contact (not spouse) / Phone		<input type="checkbox"/> Own home <input type="checkbox"/> Board How Long? <input type="checkbox"/> Rent # yrs. in community	
Spouse's Name		Spouse's Occupation & Name of Company			
Will Travel: Y N		Will Relocate: Y N Immediately? Y N If not, when?			
Circle One: Limited / Extensive		Location(s) Desired:			
Military: Branch of Service: From: To:			Bilingual Skills?		
Hobbies/ Outside Interests			Memberships: Professional/Social		
Education Information		Dates Attended	GPA	Graduated?	Degree / Title
Name of School		From / To			Major / Subjects
H.S.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Position Desired (In Order of Importance)					Have Resume Y N
A.		B.		C.	

Personal References

Please list three individuals who have knowledge of your personal abilities and character.

(No Former Employers or Relatives)

Name	Title	Known how long?	Home Phone	Work Phone

Other names by which you are known to personal or employment references you have listed (if different from present):

Authorization: I, the undersigned candidate for employment authorize Innovative Staffing Solutions, Inc. to assist me in securing employment and to make reference checks which may include employment records, general reputation, personal characteristics, and finances. I also understand that under the Fair Credit Reporting Act, I have the right to request a copy.

X _____ Date _____

VISA INFORMATION

Can you provide evidence that you are legally able to work in the United States? Y N

Please note that as required by the immigration reform and control act of 1986, **you cannot be employed** unless you can produce work authorization and identity documents as specified by the law. If you cannot provide proper documentation, you should discuss this with your recruiter immediately.

CRIMINAL RECORD

Within the past 7 years have you been convicted of an offense against civil or military law, or been released from a prison or other detention facility? (Omit [1] traffic violations with a fine under \$100 except where liquor or drugs were involved and [2] any offense committed before your 21st birthday which was finally adjudicated in a juvenile court or under a youth offender law) A conviction record will not necessarily bar you from employment. Y N

If yes, please indicate the nature or the offense, date, court and deposition: _____

REFERRAL SOURCE (How did you hear about us?)

Friend Google Search Name: _____
 Relative Other _____ Explain: _____

EMPLOYMENT HISTORY: PLEASE LIST BELOW ALL OF YOUR FORMER EMPLOYERS BEGINNING WITH THE MOST RECENT

From Month/Yr.	To Month/Yr.	Name and location of organization	Nature of business	Position title
1.				
2.				
3.				
4.				

EMPLOYMENT HISTORY CONTINUED:

Duties Performed	Starting Salary	Final Salary	Reason for Leaving	Name and Business Phone # of Immediate Supervisor
1.				
2.				
3.				
4.				

Do you have any commitments to another employer (past or present) that might affect your employment? Y__ N__

In the past two years how many scheduled days of work have you missed? (not vacation) _____

Is this typical for you? Y__N__

Does your present employer know you are considering leaving? Y__ N__

Are there any employers who might not rehire you? Y__ N__

If yes, please explain: _____

Current working schedule (days / hours):	
Interview availability (days / hours):	
Do you plan to give your current employer two weeks notice? Y N	Are you registered with any other recruiting firms? Y N
Are you willing to do temporary, temp to hire, or contract work? Y N	If Yes, who?
Minimum hourly rate you will consider? \$ / hr	Minimum length of assignment you will consider?

Please list five companies you would like to work for:

- 1.
- 2.
- 3.
- 4.
- 5.

Please list five companies you would not want to work for:

- 1.
- 2.
- 3.
- 4.
- 5.

TO BE FILLED OUT BY H/R SEARCH CONSULTANT

Companies you have interviewed with:

- 1.
- 2.
- 3.
- 4.
- 5.

Resumes you have mailed/posted/e-mailed:

- 1.
- 2.
- 3.
- 4.
- 5.

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FILE ACTIVITY

Send outs arranged (company name, position and date):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Presentations made on open job orders:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.