

SOURCE ONE FINANCIAL STAFFING

Employment Information

Personal Information

DATE _____

 Last Name First Name Middle Initial

 Address City State ZIP

 Daytime Telephone Evening Phone MOBILE PHONE EMAIL

 Social Security Number \$ _____ \$ _____
 Salary Requirements Perm Salary Requirements Temp

Certifications

CPA CERT # _____ YEAR _____ STATE _____

Please Circle CMA CFP CA CFA CIA EA CCE CISA CPIM CNE CPP

Travel/Commute

HOW FAR ARE YOU WILLING TO COMMUTE? _____

RELOCATION: ___ YES ___ NO IF YES, WHERE _____

TRAVEL: % _____

OTHER SOURCE ONE PERSONNEL OFFICES REGISTERED IN _____

How Were You Referred

___ ADVERTISING ___ REC CALLED ME ___ DIRECT MAIL ___ INTERNET
 ___ REF BY RECRUITER ___ YELLOW PAGES ___ RADIO WHICH WEB SITE? _____
 ___ REF BY APPLICANT ___ NEWSPAPER AD ___ MAGAZINE AD

Education Information

SCHOOL ATTENDED (HIGHEST LEVEL FIRST) STATE MAJOR GPA DEGREE ACCOUNTING CREDITS

Computer Skills

___ EXCEL ___ JD EDWARDS ___ DACEASY
 ___ LOTUS ___ PEACHTREE ___ HYPERION/PILLAR
 ___ WORD ___ QUICKBOOKS ___ PLATINUM (OTHER-PLEASE SPECIFY BELOW)
 ___ WORDPERFECT ___ MS OFFICE ___ MACOLA
 ___ WINDOWS 95/98 ___ POWERPOINT ___ ACCPAC
 ___ AS400 ___ ACCESS ___ OTHER (Please Specify) _____
 ___ QUICKEN ___ ADP
 ___ SAP ___ CERIDIAN
 ___ ORACLE ___ SOLOMAN
 ___ PEOPLESOFT ___ MAS90

Employment Information *Please fill out completely and attach a current resume*

Current / Most Recent Employment **Dates Employed** _____ **TO** _____

COMPANY	CITY	STATE	TELEPHONE	INDUSTRY
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TITLE	SALARY	BONUS	LAST INCREASE	NEXT INCREASE EXPECTED
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PRIMARY RESPONSIBILITIES

REASON FOR LEAVING	SUPERVISOR'S NAME	SUPERVISOR'S TITLE
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Previous Employer **Dates Employed** _____ **TO** _____

COMPANY	CITY	STATE	TELEPHONE	INDUSTRY
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TITLE	SALARY	BONUS	LAST INCREASE	NEXT INCREASE EXPECTED
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PRIMARY RESPONSIBILITIES

REASON FOR LEAVING	SUPERVISOR'S NAME	SUPERVISOR'S TITLE
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REFERENCES *Please list 3 Superiors, 3 Peers and 3 Subordinates (if applicable)*

1	Name	Company	Title	Tel	Relationship to You
2	Name	Company	Title	Tel	Relationship to You
3	Name	Company	Title	Tel	Relationship to You
4	Name	Company	Title	Tel	Relationship to You
5	Name	Company	Title	Tel	Relationship to You
6	Name	Company	Title	Tel	Relationship to You
7	Name	Company	Title	Tel	Relationship to You
8	Name	Company	Title	Tel	Relationship to You
9	Name	Company	Title	Tel	Relationship to You

Thank you for your cooperation in completing your employment information. This will enable Source One Financial Staffing, LLC to give you the best opportunity possible and relate your particular experience to our clients. Please review the following information with regard to temporary and permanent placement through Source One Financial Staffing, LLC. Your signature will verify that you understand and agree to our policies, and that all information completed by you is accurate, true and correct. Misrepresentation or omission of facts called for is cause for dismissal or refusal of employment or referral for placement.

I understand that I am applying for temporary/permanent work and each party is free to terminate my employment at any time. I understand that my employment is based on the truthfulness of my application. I understand and agree that the company's receipt of my employment information DOES NOT GUARANTEE THAT I WILL BE OFFERED EMPLOYMENT, PLACED FOR EMPLOYMENT OR EMPLOYED FOR ANY PERIOD OF TIME. If I receive an offer of employment from a client company or affiliate as a result of a Source One Financial Staffing, LLC. introduction or before, during, or after temporary employment there through Source One Financial Staffing, LLC, I will notify Source One Financial Staffing, LLC. immediately. I understand that the client company is responsible for any applicable fees.

I understand that it is Source One Financial Staffing, LLC's policy to obtain reference checks from prior employers pertaining to candidates such as myself ("Reference Information"). I expressly authorize my former employers to disclose any information to Source One Financial Staffing, LLC to help evaluate me as a potential employee. I agree that this information may be released to you or prospective employers, and I hereby release Source One Financial Staffing, LLC and my former employers from any liability for damages associated with these disclosures. I understand that if I am accepted for employment and placed on a temporary assignment by Source One Financial Staffing, LLC, I will be an employee of Source One Financial Staffing, LLC. After each assignment, I agree to notify Source One Financial Staffing, LLC of my availability; without notification, Source One Financial Staffing, LLC may assume I have found other employment and am not available for work. I understand the payment of my wages is contingent upon my returning a time sheet to Source One Financial Staffing, LLC, which has been signed by the client and myself.

I certify that all information is true and accurate and that I have read and understand the above agreement.

SIGNED _____ DATE _____

PRINT NAME _____ SOCIAL SECURITY NUMBER _____

FOR OFFICE USE ONLY	
Consultant ID: _____	References Checked _____
Evaluation Date: _____	Primary Classification _____
Availability Date: _____	Additional Classification _____
Temp / Perm / Both	Additional Classification _____
I-9 Verified _____	
Comments	