



Instructions for filling out paperwork.

- 1) **Application (Interview Data Form):** Please carefully read and fill in all information on the front and back of the page. Please be as detailed and accurate as possible, especially in the work history area. This is the form our Recruiters and staff members refer to as they talk to companies about you. Resumes vary in content and this allows us to find the information quickly. Please do not enter "See resume" in any areas. The more details you provide, the better they will be able to describe your skills and assets.
- 2) **Skill Assessment 2008:** Please check off any skills with which you have experience. On page 1, please place the number of years experience by the applicable skills that you possess. On page 2, please place a check by those Software Applications with which you have experience. This will help us determine which skill evaluations might be appropriate.
- 3) **Agreement- How We Work Together:** Our fees are paid by our client companies. There is no cost to our applicants as long as this agreement is followed. Please read the entire agreement carefully and sign the bottom of the form. A copy signed by a Snelling representative will be returned to you and the original will be retained by Snelling.
- 4) **Work Reference:** Please fill out the top portion of both pages and sign where indicated. Our Recruiters and personnel use this form when checking references. "Reference By" is the individual whom we would call (i.e. former supervisor). Please provide two references that can be contacted. A reference by a former supervisor is preferred.

SNELLING PERSONNEL SERVICES/ KIRBY & ASSOCIATES

 REGULAR
 TEMPORARY

 CONTRACT
 TEMP TO HIRE

FOR OFFICE USE ONLY

INTERVIEW DATA FORM

EMAIL ADDRESS		S	\$
PAGER/CELL PHONE		SALARY DESIRED	MINIMUM SALARY
HOME PHONE		1 ST POSITION DESIRED	
BUSINESS PHONE-EXTENSION		2 ND POSITION DESIRED	
EMERGENCY CONTACT-PHONE		3 RD POSITION DESIRED	
GRADUATE DIPLOMA -DEGREE MAJOR-MINOR			
Y N		AVAILABILITY/DAYS/HOURS	
Y N		TEMPORARY EXPERIENCE? <input type="checkbox"/> Y <input type="checkbox"/> N	
Y N		DO YOU HAVE PROOF OF RIGHT TO WORK IN USA? <input type="checkbox"/> Y <input type="checkbox"/> N	

INTERVIEWED BY:

E

ORIENTATION
 REF CHECK SIGNED
 AGREEMENT SIGNED
 I-9/W4 COMPLETED

DATES	LAST/PRESENT EMPLOYER & ADDRESS	OCCUPATION	W2 INCOME
FROM:		JOB TITLE	SALARY \$
TO:		SUPERVISOR & TITLE	INCENTIVE
DUTIES:		PHONE	BENEFITS

WHY LEAVING?

FUNCTIONS (DUTIES): _____

DATES	PREVIOUS EMPLOYER & ADDRESS	BUSINESS	OCCUPATION	W2 INCOME
FROM:			JOB TITLE	SALARY \$
TO:			SUPERVISOR & TITLE	INCENTIVE
DUTIES:			PHONE	BENEFITS

WHY LEFT?

FUNCTIONS (DUTIES): _____

DATES	PREVIOUS EMPLOYER & ADDRESS	BUSINESS	OCCUPATION	W2 INCOME
FROM:			JOB TITLE	SALARY \$
TO:			SUPERVISOR & TITLE	INCENTIVE
DUTIES:			PHONE	BENEFITS

WHY LEFT?

FUNCTIONS (DUTIES): _____

TESTS	W.P. - OFFICE AUTOMATION				DATA ENTRY	10 KEY	FILING	OTHER
	TYPING	SOFTWARE OVERALL	1	2				
COPY	BASIC	%	%		ALPHA			PHONE
	ADVANCED	%	%		NUMERIC			LINES EXT

◆ COMMENTS/KEYWORDS:

CAREER CONSULTATION

- Please give the following questions serious thought.
- Your candid answers will help us counsel you on your career path.

What is most important to you in terms of your career? _____

Where do you see yourself in two years? _____

Rank in order of priority with 1 being the most important. _____ Benefits _____ Money _____ Location _____ Advancement _____ Challenges _____ Security _____

Can you achieve these goals at your current company? Y N Have you discussed that with your boss? Y N

Under what circumstances could your present company retain you? _____

What three things do you like about your present or last job/company? 1. _____ 2. _____ 3. _____

What don't you like? 1. _____ 2. _____ 3. _____ How long have you been looking? _____

How did you hear of us? _____ Prefer a non smoking environment Y N

CONVICTIONS OTHER THAN MINOR TRAFFIC VIOLATIONS Y N
(Each instance will be considered in relation to the position for which you are applying) IF YES PLEASE EXPLAIN

RELOCATION—TRAVEL: Will you relocate USA? Y N INTERNATIONAL? Y N

Preferred Locations: 1. _____ 2. _____ 3. _____

Non-Preferred Locations: 1. _____ 2. _____ 3. _____

Valid Drivers License? Y N State _____ Clean DMV Y N Commuting Distance/Time _____

Will you travel? Y N Nights per week _____ Per month _____ Weekends Y N By: Car Air

HAVE YOU EVER BEEN BONDED? Y N

Please list the companies you have contacted for employment or where you have worked as a temporary, so we will not waste your time in duplicating efforts.

COMPANY/CITY	CONTACT/TITLE	COMPANY/CITY	CONTACT/TITLE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Co-workers past and present who can comment on your performance and competence.

NAME & TITLE	COMPANY	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acquaintances who could use our services.

NAME & TITLE	COMPANY	PHONE	NAME & TITLE	COMPANY	PHONE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- I hereby affirm that the information I have provided on this form is true and complete. I understand that providing false, incomplete or misleading information to the company will result in the cancellation of this form and dismissal from or refusal of employment.
- I understand that if I am employed by Snelling, such employment will be on an "employee at will" basis, which means that I and Snelling are free to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law.
- I consent to submit to testing for the detection of illegally used drugs, alcohol or controlled substances.
- If offered a job, and if requested by Snelling, I will submit to a physical examination.
- I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.
- I understand that you may obtain information about my character, reputation, personal characteristics, criminal history, and financial responsibility in order to evaluate me as a prospective employee. Some criteria may, as a condition to using Snelling's services, require additional references about these matters through personal interviews or other means. Upon written request, additional information as to the nature and scope of this report, if one is made, will be provided.
- I agree to resolve any dispute, claim or controversy that may arise between me and Snelling regarding failure to be hired or termination from employment exclusively in accordance with the Snelling Personnel Services Dispute Resolution Policy, including mediation and binding arbitration of all such disputes.
- I represent and warrant that I have fully read and completely understand the foregoing, and seek employment under the conditions specified.

Signature of Applicant _____

Date Signed _____

SKILL ASSESSMENT 2008

EXPERIENCE:

- Budgeting
- Business Analyst
- Claims
- Collections
- Computer Operator
- Computer Security
- Consulting
- Customer Service
- Data Base Administration
- Interview/Hiring
- Loan Processing
- Management-Budgets
- Management-Facilities
- Management-People
- Management-Projects
- Market Research
- Marketing
- Presentations
- Proposals
- Public Relations
- Purchasing
- Trade Shows
- Training
- Travel Arrangement
- Web Design
- Writing

LANGUAGES: read write speak

- | | | | |
|------------|--------------------------|--------------------------|--------------------------|
| French | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| German | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Italian | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Portuguese | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Spanish | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

OFFICE SKILLS:

- CPT Coding
- Data Entry
- Dictaphone
- ICD-9 Coding
- Multiple Phone Lines
(Most # of Phone Lines)
- Shorthand/Speedwriting
- Ten Key
- Typing

ACCOUNTING:

- Accounting-General
- Financial Statements
- General Ledger
- Payables
- Payroll
- Private
- Public
- Receivables
- Taxes

ADVERTISING:

- Audio
- Print
- Promotional
- Video

ARCHITECTURE:

- Commercial
- Industrial
- Residential

CONSTRUCTION:

- Commercial
- Residential

ENGINEERING:

- Civil
- Electrical
- Environmental
- Mechanical

FINANCE:

- Discount Brokerage
- Finance-General
- Full-Service Broker
- Internet Trading
- Mortgage

HOSPITALITY:

- Hotel
- Resort
- Restaurant
- PBX

HUMAN RESOURCES:

- Benefits
- Generalist
- Recruiting

INSURANCE:

- 401K
- Commercial
- Health
- Insurance-General
- Life/Annuity
- Pension
- Property/Casualty

LEGAL:

- Corporate
- Defense
- Estate
- Family Law
- Insurance Defense
- Legal-General
- Litigation
- Malpractice
- Patent & Trademark
- Personal Injury
- Plaintiff
- Real Estate
- Worker's Comp

MEDICAL:

- Dentist's Office
- Doctor's Office
- Medical Facility
- Walk-In Clinic

REAL ESTATE:

- Commercial
- Property Management
- Residential
- Time Share
- Title Company

SALES:

- Inside (Telephone Sales)
- Local
- National
- Outside
- Regional
- Retail
- Telemarketing

On page 1, please indicate the years of experience that you have in the listed areas. On page 2, please check off if you have experience with the Software Applications.

SKILL ASSESSMENT 2008

SOFTWARE (Accounting):

- Great Plains
- Peach Tree
- Peoplesoft
- Quick Books
- Quick Books Pro 2000
- Quick Books Pro 2005
- Quick Books Pro 2006
- Quick Books Pro 2007
- Quicken
- Skyline
- Timberline
- MAS 90
- JDEdwards

SOFTWARE (Database):

- Access 2000
- Access 2003
- Act
- Filemaker
- FoxPro
- Lotus Notes
- Oracle

SOFTWARE (Engineering):

- AutoCAD 11
- AutoCAD 14
- AutoCAD 2000
- AutoCAD 2004
- ADT
- Revit
- CAD/CAM

SOFTWARE (Graphics):

- CorelDRAW
- Freelance
- Harvard Graphics
- Adobe Indesign
- Adobe Illustrator
- PageMaker
- Photoshop
- PowerPoint 2000
- PowerPoint 2003

SOFTWARE (Office Suites):

- Lotus Notes
- MS Exchange
- MS Office 2000
- MS Office 2003

SOFTWARE (Spreadsheets)

- MS Excel 2000
- MS Excel 2003
- Lotus 123
- Quattro Pro

SOFTWARE (Publishing)

- MS Publisher
- Quark Xpress

SOFTWARE (Word Processing)

- MS Word 2000
- MS Word 2003
- Word Perfect
- Word Pro (Formerly AmiPro)
- MS Project 2000
- MS Project 2003

PLEASE CHECK IF YOU CURRENTLY HOLD ANY OF THE FOLLOWING:

- 220 License
- 440 License
- CNA
- CPA
- MCSE
- Paralegal
- Real Estate License
- Series 6
- Series 63
- Series 7

OTHER SOFTWARE (write in):

On page 1, please indicate the years of experience that you have in the listed areas. On page 2, please check off if you have experience with the Software Applications.



SNELLING
 PERSONNEL SERVICES
 KIRBY & ASSOCIATES

AGREEMENT – HOW WE WORK TOGETHER

I AM NOT OBLIGATED TO ACCEPT ANY EMPLOYMENT THAT SNELLING PERSONNEL SERVICES/KIRBY & ASSOCIATES SUGGESTS OR TO WHICH YOU REFER ME.

I understand that Snelling Personnel Services/Kirby & Associates receives a service charge from the employer.

For, and in consideration of services rendered by Snelling Personnel Services/Kirby & Associates in assisting me to secure a position of employment, I agree as follows:

The following paragraph is designed to say the following – If a company hires me as a result of being presented by Snelling Personnel Services/Kirby & Associates, I recognize that Snelling is to be compensated by the hiring company.

If I ACCEPT employment offered me within one (1) year of referral or lead by a firm company, its affiliate or subsidiary to which Snelling Personnel Services/Kirby & Associates has referred me, whether the referral is by personal interview or by written resume, or (1) which I learned of (as a result of a lead), verbal or otherwise, or as a result of information given to me by Snelling Personnel Services/Kirby & Associates or (3) that I learn of from a company to which Snelling Personnel Services/Kirby & Associates refers me for employment, even though it may be a different position from the one originally discussed with Snelling Personnel Services/Kirby & Associates, I agree that a service charge shall be due Snelling Personnel Services/Kirby & Associates according to the agreement that has been negotiated with the client company, or the then prevailing standard fee.

ACCEPT means agreement by me either written or verbal with the employer to begin work, regardless of the start date.

If I accept an employment position that is “EMPLOYER FEE PAID” or “TEMP TO HIRE”, I understand that the employer has paid a service charge to Snelling Personnel Services/Kirby & Associates for the services rendered in finding a suitable individual for employment. I will take this into consideration when determining if I will ACCEPT the position. I will make every effort to resolve any disputes with my employer for at least the first 100 days of my employment (the typical guarantee period or length of a temp to hire period). If, for whatever reason I feel I must leave the employer during the first 100 days, I will notify Snelling Personnel Services/Kirby & Associates of my decision and determine if Snelling Personnel Services/Kirby & Associates is able to assist in resolving any problems with my employer. If the problem cannot be resolved, I agree to provide Snelling Personnel Services/Kirby & Associates with a two-week notice, to provide adequate time to find a replacement.

If for any reason the employer does not pay the service charge agreed upon for my employment, I understand that I have a choice of either leaving the employment position or paying the service charge myself. If I choose to leave because the service charge is not paid, Snelling Personnel Services/Kirby & Associates will make every effort to find me another position.

All information furnished by Snelling Personnel Services/Kirby & Associates is in strict confidence and that the placement of another person as a result of my breach of such confidence will make me liable for a placement fee.

_____ Candidate

_____ Date

_____ Snelling Personnel Services/Kirby & Associates

_____ Date

222 S. Westmonte Drive, Suite 202
 Altamonte Springs, FL 32714
 Ph.: 407.788.7300
 Fax: 407.788.7309
 www.snellingorlando.com



SNELLING
 PERSONNEL SERVICES
 KIRBY & ASSOCIATES

WORK REFERENCE

Company:
 Position Held:
 Contact Person:
 Title:
 Phone/E-mail:

I, _____, hereby authorize Snelling Personnel Services to obtain information
 From the individual and/ or source I have listed above.

 (Signature of Applicant)

 (Date)

Were you his/her direct supervisor? Yes _____ No _____

Is he/she eligible for rehire? Yes _____ No _____

When did he/she work for your company?
 What was his/her salary?
 What was the reason for his/her leaving the company?

On a scale of 1 to 10 (with 10 being the highest), please rate him/her in the following areas:

- | | |
|--|---|
| _____ Accuracy and quality of work | _____ Ability to meet deadlines |
| _____ Ability to take initiative | _____ Ability to focus on work/projects |
| _____ Ability to get along with co-workers | _____ Relationship with clients |
| _____ Attendance and punctuality | _____ Dependability |
| _____ Overall professionalism | _____ Integrity |

What would you say are his/her strong points?

In what area would you say he/she needs improvement?

Any other information you have that would be helpful in evaluating him/her:

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