

**PROFESSIONAL EMPLOYMENT, INC.**

Waukegan 847-249-1100 FAX 249-1133
Libertyville 847-816-6500 FAX 816-1272

DATE _____ COUNSELOR _____

WHAT SOURCE LED YOU TO OUR FIRM? _____

HAVE YOU EVER BEEN TO ANY MATTHEWS OFFICE BEFORE? ☐ YES ☐ NOHAVE YOU EVER BEEN PLACED BY MATTHEWS? ☐ YES ☐ NO

PLEASE ANSWER CAREFULLY AND COMPLETELY ALL QUESTIONS WHICH APPLY TO YOU. TO BE CONSIDERED A VIABLE APPLICANT OF MATTHEWS YOU MUST SUPPLY HEREIN A CONCISE SUMMARY OF YOUR BACKGROUND, INTERESTS, ABILITIES, AND AMBITIONS SO A DETERMINATION CAN BE MADE AS TO WHETHER WE WILL BE ABLE TO HELP YOU IDENTIFY A POSITION THAT MEETS YOUR DESIRES AND QUALIFICATIONS. IT SHOULD BE UNDERSTOOD THAT IN ORDER TO BECOME A MATTHEWS APPLICANT, WE MUST HAVE RECEIVED THIS WRITTEN APPLICATION COMPLETED IN DETAIL, YOU MUST HAVE HAD A FACE-TO-FACE INTERVIEW WITH ONE OF OUR CONSULTANTS, AND AN AGREEMENT MUST BE IN PLACE BETWEEN YOUR CONSULTANT AND YOU ON WHAT THE GOALS OF THAT RELATIONSHIP ARE TO BE. ALL DATA IS CONFIDENTIAL. THIS APPLICATION AND ALL OTHER MATERIALS RECEIVED ARE THE WORK PRODUCT OF MATTHEWS PROFESSIONAL EMPLOYMENT, INC.

LAST NAME FIRST MIDDLE MAIDEN NAME NICKNAME

PRESENT ADDRESS CITY STATE ZIP PHONE NUMBER ALTERNATE PHONE

PREVIOUS ADDRESS CITY STATE ZIP E-MAIL

ARE YOU UNDER 18? ☐ YES ☐ NO ARE YOU AVAILABLE TO WORK: ☐ FULL TIME ☐ PART TIME ☐ TEMPORARY ARE YOU A SMOKER? ☐ YES ☐ NO SOCIAL SEC. _____

CURRENT DRIVER'S LICENSE? ☐ YES ☐ NO CAR? _____ OTHER TRANSPORTATION? _____

ARE YOU AUTHORIZED TO WORK IN THIS COUNTRY? ☐ YES ☐ NO VETERAN? ☐ YES ☐ NO DD214? ☐ YES ☐ NO

BRANCH OF SERVICE _____ RANK _____ DUTY (M.O.S.) _____ DATE SERVICE STARTED _____ DATE SERVICE ENDED _____

SPECIFIC SKILLS: NOTE WHERE APPLICABLE	Keyboard Speed	Data/Order Entry	Credit/Collections	Payroll	Bookkeeping	Purchasing/Buyer	ERP/SAP/Other
	Inventory	Forklift	Ship/Rec	Machine Operator/Maintenance		Computer Software	
	Foreign Languages	Assembly		Quality Control		Computer/Information Technology	

E D U C A T I O N	SCHOOL	NAME OF SCHOOL	CITY	MAJOR COURSE OR SUBJECT	GRADUATE? DEGREE?	GPA	ACTIVITIES
	HIGH SCHOOL 1 2 3 4 GED						
	COLLEGE (OR JR.) 1 2 3 4						
	ONLINE SCHOOL						
	ADDITIONAL EDUC.						

LIST YOUR MOST RECENT POSITION FIRST: The more we know about you, the better we can serve you. Be accurate and complete.

DATES FROM _____ TO _____ FIRM NAME _____ ADDRESS _____ CITY/STATE/ZIP _____ TYPE OF BUSINESS _____ SUPERVISOR: NAME/TITLE _____ FIRM'S PHONE _____ JOB TITLE _____ DUTIES _____ REASON FOR LEAVING _____

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EMPLOYMENT DATES FROM	TO	COMPANY NAME AND ADDRESS	POSITION OR TYPE OF WORK	REASON FOR LEAVING

WHICH POSITION DID YOU LIKE BEST? _____ WHY? _____

WHICH POSITION DID YOU LIKE LEAST? _____ WHY? _____

IF YOU ARE PRESENTLY EMPLOYED, WHY DO YOU WISH TO LEAVE YOUR POSITION NOW? _____

ARE THERE OTHER INDIVIDUALS WHO WILL INFLUENCE YOUR DECISION TO ACCEPT A JOB OFFER AS IT RELATES TO SALARY, LOCATION, OR JOB DUTIES? _____

IF YES, WHAT IS THEIR RELATIONSHIP TO YOU? _____ WHAT ARE THEIR EXPECTATIONS FOR YOU? _____

WHEN ARE YOU AVAILABLE FOR INTERVIEWS? _____

WHAT IS THE EARLIEST DAY YOU CAN START WORK? (Be specific)_____

HOBBIES, CLUBS, ASSOCIATIONS OR OTHER INTERESTS (OPTIONAL) _____

HAVE YOU EVER BEEN DISCHARGED FROM A JOB? _____ WHY? _____

BONDED? _____ WHEN? _____ GOVT. SECURITY CLEARANCE? _____ WHEN? _____

POSITION NOW DESIRED (State specifically. Also give second and third choices):

1. _____ 2. _____ 3. _____

SALARY DESIRED: \$ _____ SALARY WILL ACCEPT: \$ _____

HOW FAR WILL YOU COMMUTE? _____ ARE YOU OPEN TO RELOCATION? _____

WHAT IS YOUR ULTIMATE CAREER GOAL? _____

IF YOU HAVE MADE APPLICATION OR SCHEDULED INTERVIEWS ANYWHERE WITHIN THE LAST THREE MONTHS, PLEASE LIST. THIS WAY YOUR COUNSELOR WILL KNOW WHICH FIRMS NOT TO BE CONTACTED FOR YOU.

DATE _____ CO. NAME _____ SOURCE _____	DATE _____ CO. NAME _____ SOURCE _____
DATE _____ CO. NAME _____ SOURCE _____	DATE _____ CO. NAME _____ SOURCE _____
DATE _____ CO. NAME _____ SOURCE _____	DATE _____ CO. NAME _____ SOURCE _____

ARE YOU PARTICULARLY INTERESTED IN ANY OF THE ABOVE? _____

DO YOU HAVE AN OFFER OF EMPLOYMENT WITH ANY OF THE ABOVE? _____

PLEASE LIST TWO PROFESSIONAL REFERENCES (CO-WORKERS OR SUPERVISORS – PEOPLE WHO KNOW YOUR ABILITIES AND WORK HABITS – **NOT** RELATIVES, PERSONAL FRIENDS OR PROMINENT CITIZENS).

NAME _____ NAME _____

HOME ADDRESS _____ HOME ADDRESS _____

HOME PHONE _____ WORK PHONE _____ HOME PHONE _____ WORK PHONE _____

POSITION _____ POSITION _____

COMPANY _____ COMPANY _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I HEREBY CERTIFY THAT THE ANSWERS GIVEN AND ALL INFORMATION PROVIDED IN THIS APPLICATION ARE TRUE AND CORRECT. I HAVE A SINCERE AND IMMEDIATE INTEREST IN SEEKING NEW EMPLOYMENT. I AUTHORIZE MATTHEWS PROFESSIONAL EMPLOYMENT, INC. TO PROVIDE MY COMPLETE SOCIAL SECURITY NUMBER TO ANY PROSPECTIVE EMPLOYER AND ALSO TO BE USED IN OBTAINING FORMER EMPLOYMENT RECORDS, BACKGROUND CHECKS, AND IN ADMINISTERING DRUG TESTING. I AUTHORIZE ALL MY PREVIOUS EMPLOYERS, EDUCATIONAL INSTITUTIONS, AND/OR REFERENCES TO PROVIDE ANY INFORMATION CONCERNING MY EDUCATIONAL OR EMPLOYMENT RECORDS, INCLUDING MY PERSONAL CHARACTER AND HABITS FOR PURPOSES OF EMPLOYMENT DECISIONS. **I HEREBY EXPRESSLY AUTHORIZE MATTHEWS PROFESSIONAL EMPLOYMENT, INC. TO PREPARE INVESTIGATIVE REPORTS BASED ON SUCH INFORMATION REQUESTED BY POTENTIAL EMPLOYERS ON A CASE-BY-CASE BASIS AND TO COMMUNICATE THE RESULTS OF THOSE REPORTS.** I ALSO AUTHORIZE DRUG SCREENING IN CONNECTION WITH MY EMPLOYMENT, THE RESULTS OF WHICH MAY BE COMMUNICATED ONLY BY MATTHEWS PROFESSIONAL EMPLOYMENT, INC. IN A REPORT TO A PROSPECTIVE EMPLOYER. THIS TEST IS TO BE CONSIDERED PROPRIETARY AND CONFIDENTIAL PROPERTY ONLY FOR THE PURPOSES SET OUT HEREIN AND NOT TO BE RELEASED FOR ANY OTHER PURPOSE. I UNDERSTAND THAT I HAVE A RIGHT TO REQUEST INFORMATION CONTAINED WITHIN MY FILES, SUBJECT TO THE TERMS OF THE FAIR CREDIT REPORTING ACT. I HEREBY RELEASE ALL SUCH PERSONS IDENTIFIED HEREIN FROM LIABILITY OR DAMAGE INCURRED AS A RESULT OF SUCH INQUIRIES AND THE GATHERING AND/OR FURNISHING OF SUCH INFORMATION AND REPORTS.

WITNESS: _____ APPLICANT'S
INTERVIEWER _____ SIGNATURE _____