



DAVIDSON STAFFING

DAVIDSON CORPORATE STAFFING ▪ DAVIDSON LEGAL STAFFING ▪ DAVIDSON TECHNICAL STAFFING ▪ DAVIDSON ATTORNEYS
Orange County ▪ Los Angeles ▪ San Diego ▪ San Francisco ▪ Walnut Creek

EMPLOYMENT PROFILE

PLEASE FILL OUT PROFILE COMPLETELY

Form with fields: LAST NAME, FIRST, MIDDLE, DATE, OTHER NAME(S), STREET ADDRESS, APT#, CITY, STATE, ZIP, E-MAIL ADDRESS

MAILING ADDRESS (If different from above)

Form with fields: HOME PHONE, MOBILE/VOICE MAIL/PAGER, BUSINESS PHONE

Form with fields: HOW DID YOU HEAR OF US?, SOCIAL SECURITY NUMBER

EMERGENCY CONTACT NAME: PHONE #: WORK/ALTERNATE #:

If employed by us, you will be required to submit documentation showing you are lawfully authorized to work in the USA.

AVAILABILITY (FILL IN ALL THAT APPLY)

TEMPORARY/CONTRACT TEMP/CONTRACT TO HIRE DIRECT HIRE

DATES AVAILABLE: BEGINNING UNTIL ARE YOU AVAILABLE FOR EVENINGS OR WEEKENDS?

TYPE OF POSITION DESIRED NUMBER OF HOURS PER WEEK DESIRED

ANNUAL SALARY DESIRED MINIMUM SALARY TEMP/CONTRACT WAGE DESIRED

ARE YOU WILLING TO RELOCATE? IF YES, HOW SOON? ARE YOU WILLING TO TRAVEL?

DO YOU HAVE A RELIABLE FORM OF TRANSPORTATION? ACCEPTABLE DAILY COMMUTE TIME

CIRCLE THE LOCATIONS YOU ARE INTERESTED IN: ORANGE COUNTY LOS ANGELES SAN DIEGO SAN FRANCISCO

DO YOU HAVE THE LEGAL RIGHT TO RESIDE & WORK IN THE U.S.? IF NO, DO YOU NEED SPONSORSHIP?

EDUCATION/CERTIFICATIONS

Table with 7 columns: NAME & LOCATION OF SCHOOL, GRADUATE?, DIPLOMA/DEGREES, NAME DEGREE IS UNDER, GPA, MAJOR. Rows include High School, Undergraduate College, Graduate College, Technical/Trade Schools.

ON A SCALE OF 1-5 (5 BEING HIGH) HOW WOULD YOUR PREVIOUS EMPLOYERS RATE YOU IN THE FOLLOWING AREAS?

- INITIATIVE, JOB SKILLS, TEAM WORK, FLEXIBILITY, ENERGY/ENTHUSIASM, SELF DISCIPLINE, ATTITUDE, PUNCTUALITY, COMMITMENT, ATTENDANCE, ATTENTION TO DETAILS, TAKING DIRECTION

ASSIGNMENT PREFERENCES

PLEASE CHECK ALL THAT APPLY TO YOUR PREFERRED ENVIRONMENT (LEAVE BLANK IF NO PREFERENCE)

- SMOKING, CASUAL, FASTPACED, HIGH PUBLIC CONTACT, NON-SMOKING, PROFESSIONAL, RELAXED, LITTLE PUBLIC CONTACT

RANK IN ORDER OF PRIORITY WHAT IS MOST IMPORTANT TO YOU IN A JOB:

(1 = MOST IMPORTANT, 5 = LEAST IMPORTANT)

- ADVANCEMENT, BENEFITS, CHALLENGE, SECURITY, MONEY

EMPLOYMENT HISTORY (PLEASE FILL OUT COMPLETELY)

We are an equal opportunity employer; please do not include information revealing your race, sex, color, disability, age, religion, national origin, citizenship, veteran status, or any other protected status.

NAME AND ADDRESS OF YOUR PRESENT, OR MOST RECENT, EMPLOYER				HOW WAS POSITION OBTAINED?		TYPE OF BUSINESS
TELEPHONE						
IMMEDIATE SUPERVISOR'S NAME AND TITLE				EMAIL ADDRESS/PHONE #		WHEN MAY WE CONTACT?
CO-WORKER REFERENCE				EMAIL ADDRESS/PHONE #		WHEN MAY WE CONTACT?
STARTING DATE	ENDING DATE	STARTING JOB TITLE	ENDING JOB TITLE	STARTING SALARY	ENDING SALARY	DATE OF LAST REVIEW
RESPONSIBILITIES INCLUDED? (INTERVIEWER'S COMMENTS ONLY- Leave ALL SHADED areas blank!)						
WHAT WERE YOUR MAJOR CONTRIBUTIONS?						
WHAT DID YOU LIKE MOST ABOUT YOUR JOB?				WHAT DID YOU LIKE LEAST ABOUT YOUR JOB?		
WHY ARE YOU CONSIDERING LEAVING (OR WHY DID YOU LEAVE) THIS ORGANIZATION? WOULD YOU RETURN?						

NAME AND ADDRESS OF PREVIOUS EMPLOYER				HOW WAS POSITION OBTAINED?		TYPE OF BUSINESS
TELEPHONE						
IMMEDIATE SUPERVISOR'S NAME AND TITLE				EMAIL ADDRESS/PHONE #		WHEN MAY WE CONTACT?
CO-WORKER REFERENCE				EMAIL ADDRESS/PHONE #		WHEN MAY WE CONTACT?
STARTING DATE	ENDING DATE	STARTING JOB TITLE	ENDING JOB TITLE	STARTING SALARY	ENDING SALARY	
RESPONSIBILITIES INCLUDED? (INTERVIEWER'S COMMENTS ONLY- Leave ALL SHADED areas blank!)						
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RESPONSIBILITIES INCLUDED? (INTERVIEWER'S COMMENTS ONLY- Leave ALL SHADED areas blank!)						
WHAT WERE YOUR MAJOR CONTRIBUTIONS?						
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WHY ARE YOU CONSIDERING LEAVING (OR WHY DID YOU LEAVE) THIS ORGANIZATION? WOULD YOU RETURN?						

EMPLOYMENT HISTORY (continued)

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE (FELONY OR SERIOUS MISDEMEANOR)? *CONVICTIONS FOR MARIJUANA RELATED OFFENSES THAT ARE MORE THAN TWO YEARS OLD NEED NOT BE LISTED.* YES NO
NOTE: NO APPLICANT WILL BE DENIED EMPLOYMENT SOLELY ON THE GROUNDS OF CONVICTION OF A CRIMINAL OFFENSE. THE NATURE OF THE OFFENSE, DATE OF THE OFFENSE, THE SURROUNDING CIRCUMSTANCES AND THE RELEVANCE OF THE EVENT TO THE POSITION(S) APPLIED FOR MAY, HOWEVER, BE CONSIDERED.

IF YES, PLEASE EXPLAIN _____

HAVE YOU EVER BEEN TERMINATED, DISCIPLINED, SUSPENDED, OR DISCHARGED BY A PREVIOUS EMPLOYER? YES NO

IF YES, PLEASE EXPLAIN _____

PLEASE ACCOUNT FOR ANY GAPS IN EMPLOYMENT GREATER THAN THREE MONTHS DURING THE LAST FIVE YEARS.

****FOR OFFICE USE ONLY, INTERVIEWER'S COMMENTS****

IDEAL POSITION?

DESIRED SALARY?

1-5 YEAR GOAL?

DESIRED BENEFITS OR BONUSES?

DESIRED ENVIRONMENT?

DESIRED MANAGEMENT STYLE?

MAJOR STRENGTHS/SKILLS/AREAS OF PROFICIENCY
TECHNICAL

PERSONAL

WHAT SKILLS DO YOU FEEL YOU WOULD LIKE TO STRENGTHEN?

SELF-DESCRIPTION

INTERVIEWER'S ADDITIONAL COMMENTS:

DAVIDSON STAFFING

DO YOU KNOW OF SOMEONE WHO MAY BE LOOKING FOR WORK OR A CAREER CHANGE?

Refer your friends to Davidson Staffing and earn a generous referral bonus after we place them! Ask a staffing consultant for details.

NAME OF REFERRAL	PHONE #	CURRENTLY WORKING?
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NAME OF REFERRAL	PHONE #	CURRENTLY WORKING?
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EMPLOYMENT AGREEMENT:

Davidson Staffing provides equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, religion, sex, national origin, age, citizenship, disability, veteran status or any other protected status. This policy governs all areas of employment at Davidson Staffing, including recruiting, hiring, training, assignments, promotions, compensation, benefits, discipline and terminations.

In the event I am hired by Davidson Staffing, except as authorized by any client to whom I am assigned, I will not disclose, use or take directly or indirectly, either during or after my assignment, any property of the client or confidential or proprietary information concerning the client and/or its business. _____ Initial

I also agree to deliver promptly to the client (on request or on the date of termination of my assignment) all documents, copies thereof, and other materials relating to any confidential or proprietary information, which are the property of the client. _____ Initial

I hereby authorize all schools, persons and employers to furnish you my record, reason for leaving, and all information they have concerning me, and I hereby release them and Davidson Staffing from all liability for any damage whatsoever arising thereof. I also authorize Davidson Staffing to disclose any information concerning me to Davidson Staffing clients to whom I may be assigned or represented to by Davidson Staffing. _____ Initial

I authorize the investigation of all statements made in this employment profile. I affirm that the statements are true and accurate. I understand that in the event of my employment by you, I shall be subject to dismissal if any of the information I have given in this profile is false or if I have failed to give any material information herein requested. _____ Initial

I understand the use, sale or distribution of drugs and/or alcoholic beverages during work or at work sites is prohibited. My employment may be contingent upon my successful completion of a pre-employment physical examination, which includes a drug test. I understand I may be checked for drugs and/or alcohol if I am injured on the job or if there is a random testing requirement. I agree to consent to drug testing. If I test positive for drugs and/or alcohol, my employment with Davidson Staffing will be terminated. My employment with Davidson Staffing and/or any of its clients may also necessitate a background investigation, which may include a civil search, credit history, DMV report, and social security search. I hereby agree to consent to all investigations. _____ Initial

Some clients of Davidson Staffing require drug testing as a condition for assignment. Would you be willing to take a drug test as a condition for assignment? _____Yes _____No _____ Initial

I understand that employment by Davidson Staffing is "at-will", meaning that either the company or I can terminate the employment relationship at any time for any lawful reason with or without notice. _____ Initial

I agree that all disputes relating to my employment with Davidson Staffing or the termination thereof, shall be submitted to final and binding arbitration before an arbitrator. I agree that arbitration shall be the exclusive method of resolving disputes relating to my employment with Davidson Staffing. I understand I am agreeing to arbitration, and giving up my right to have any such dispute decided in a court of law. _____ Initial

I authorize Davidson Staffing to deduct from my final paycheck any costs for keys, parking cards and/or other issued items that are not returned. _____ Initial

I certify under penalty and perjury that all the above information is true and complete.

SIGNED: _____ DATED: _____

In the event that I work as a temporary/contract employee of Davidson Staffing:

I agree that for a period of 180 days after the termination of my assignment as a temporary/contract employee of Davidson Staffing, I will not provide my services to any client referred to me by Davidson Staffing, directly as an employee or consultant or indirectly as an employee of any other temporary or outsourcing service without the written approval of Davidson Staffing. I agree to submit an authorized time sheet for all hours worked each week. While on a temporary assignment for Davidson Staffing, I understand that I am not authorized to sign-off or render final approval on projects. All final approval and sign-offs are to be completed by the client to whom I am assigned. I understand that Davidson Staffing reserves the right to end any temporary/contract assignments at any time for any reason. I understand that my employment with Davidson Staffing is contingent on a criminal background check satisfactory to Davidson Staffing.

SIGNED: _____ DATED: _____