



Date:

www.anothersource.com

Last Name	First	Middle	Salary	
			Desired \$	Min \$
Street Address			Convicted of a felony within the last seven years?	
			Yes	No
City	State	Zip	Are you legally authorized to work in the United States?	
			Yes	No
Home Ph#	Cell Ph#		Through what resource did you hear of us?	
Business Ph#	Email			

Educational Record							
Type of School	Name of School / Branch	Location	Mo/Years Attended From To	Major Minor or Rank	G.P.A.	Graduate	Degrees
High School/Military							
College							
Graduate Work/Certifications							

Employment Record - Start with most recent						
Dates - MM/YY	Employer and Address	Type of Company	No. of Employees in Co.	Position Held and Supervisor	Salary	Reason for Leaving
From:					\$	
To:					Per	
Dates - MM/YY	Employer and Address	Type of Company	No. of Employees in Co.	Position Held and Supervisor	Salary	Reason for Leaving
From:					\$	
To:					Per	
Dates - MM/YY	Employer and Address	Type of Company	No. of Employees in Co.	Position Held and Supervisor	Salary	Reason for Leaving
From:					\$	
To:					Per	
Dates - MM/YY	Employer and Address	Type of Company	No. of Employees in Co.	Position Held and Supervisor	Salary	Reason for Leaving
From:					\$	
To:					Per	

Request for References	
Many of our client companies request that we check our candidate's references prior to recommending candidates for employment with their firm. By signing this I hereby agree to supply Another Source, Inc. with references. I also understand that I have the right to make a written request to learn the complete nature and scope of this investigative report. I further understand that I am entitled to obtain a written response from Another Source, Inc.	
Candidate Signature	Date

Please List three (3) Business References				
Name	Title	Relation	Company	Phone
1)				
2)				
3)				

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### APPLICANT QUESTIONNAIRE



**PLEASE MARK HIGHEST LEVEL APPLICABLE**

Name \_\_\_\_\_ Date \_\_\_\_\_

**ATTRIBUTE**

**Education & Languages**

Education	None	High School	Vo/Tech	Comm.	University 4yr.	Graduate

Professional Certification	None	In-Process	Completed	Comment
CPA	79			
PHR	421			

Languages	None	Training		Conversation	Fluent
English	235				
Spanish	236				
French	237				
Japanese	239				
Other	305				

**Work Parameters & Interests**

Commute Convenience	No	Terrible	Inconvenient	OK	Convenient	Perfect
Seattle (Downtown)	229					
North Seattle (Lynnwood, Bothell)	230					
Eastside-Bellevue/Redmond	232					
South Seattle (Tukwila, Kent)	231					
Tacoma	234					

Hours Desired	Not Interested	Mild Interest	Consider	Interested	Very Interested	Yes!
Full Time	357					
Part Time	358					
Contract/Temporary	360					

Job Interests	Not Interested	Mild Interest	Consider	Interested	Very Interested	Yes!
Accounting	346					
Administrative (Broad)	344					
General Office (Broad)	345					
Bookkeeping	347					
Customer Service	348					
Inside Sales	349					
Human Resources	350					
Outside Sales	351					
Marketing/Advertising/PR	352					
Light Industrial/Warehouse	353					

**Computer Skills**

Typing	None	10-35 wpm	35-50 wpm	50-65 wpm	65-80 wpm	80+
Typing Speed	160					
Word Processing Software	None	Beginner	Intermediate	Average	Above Avg.	Expert
Microsoft Word	165					
Mail Merge	163					
Using/Creating Templates	173					
Spreadsheet Software	None	Beginner	Intermediate	Average	Above Avg.	Expert
Microsoft Excel	177					

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Creating Charts from Data	174						
Macros	176						
<b>Design/Publishing Software</b>		<b>None</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Average</b>	<b>Above Avg.</b>	<b>Expert</b>
Powerpoint	250						
Created Presentations w/ Pub. Sftware	253						
Created Brochures/Flyers w/ Pub. Sftware	254						
<b>Database Software</b>		<b>None</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Average</b>	<b>Above Avg.</b>	<b>Expert</b>
Access	241						
<b>Internet Experience</b>		<b>None</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Average</b>	<b>Above Avg.</b>	<b>Expert</b>
Used Internet in work environment	256						
SharePoint	440						
<b>Misc. Software</b>		<b>None</b>	<b>Beginner</b>	<b>Intermediate</b>	<b>Average</b>	<b>Above Avg.</b>	<b>Expert</b>
Microsoft Outlook	304						
<b>Specific Industry Experience</b>							
<b>Legal Industry</b>		<b>None</b>	<b>Training</b>	<b>6mos-1yr</b>	<b>1-3 yrs</b>	<b>3-6 yrs</b>	<b>6+ years</b>
Worked in Legal Industry	192						
<b>Medical Industry</b>		<b>None</b>	<b>Training</b>	<b>6mos-1yr</b>	<b>1-3 yrs</b>	<b>3-6 yrs</b>	<b>6+ years</b>
Worked in Medical Industry	189						
<b>Non-Profit Industry</b>	441						
Worked in a Non-Profit							
<b>Insurance Industry</b>		<b>None</b>	<b>Training</b>	<b>6mos-1yr</b>	<b>1-3 yrs</b>	<b>3-6 yrs</b>	<b>6+ years</b>
Worked in Insurance Industry	424						
<b>Retail Industry</b>		<b>None</b>	<b>Training</b>	<b>6mos-1yr</b>	<b>1-3 yrs</b>	<b>3-6 yrs</b>	<b>6+ years</b>
Retail Sales/Waitperson	260						
<b>Manufacturing Industry</b>		<b>None</b>	<b>Training</b>	<b>6mos-1yr</b>	<b>1-3 yrs</b>	<b>3-6 yrs</b>	<b>6+ years</b>
Worked in Manufacturing Industry	365						