



THE LARKO GROUP

STAFF SOLUTIONS

Consultant _____

Reference

Prep

Appl. No. _____

APPLICATION FOR EMPLOYMENT

This application is designed to assist us in identifying your job search priorities. Each question is very important. We need all of this information in addition to your resume. Please fill out this application accurately and completely. Thank you! (Please print.)

Date ____/____/____

Name _____
Last First Middle

Address _____
Street Apartment/Suite Number

City State Zip Code eMail Address

Phone () _____ () _____ Can We Leave a Detailed Message?
Home Business Yes No

() _____ Birthday _____
Alternate/Cell Month Day

In case of emergency, please contact _____
Name Phone Number Relationship

Positions Applied For _____

Salary Requirement _____

When did you begin your job search? _____

How did you hear of The Larko Group? (Be specific)

- Larko Group website
- Career Builder
- Monster
- Craigs List
- Chic Wit
- Friend _____
- Employee _____
- Other _____

EOE

Individuals who refer candidates to TLG may be eligible for a referral bonus.

Educational Information

Social Security Number (optional)

	Dates Attended		Major	Diploma/ Degree
	From mo/yr	To mo/yr		
High School _____ City/State _____				<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University _____ City/State _____				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other _____ City/State _____				<input type="checkbox"/> Yes <input type="checkbox"/> No

Computer Skills (circle all that apply)

<u>MS Office</u>	<u>Presentation/Graphics</u>	<u>Financial</u>	<u>Other</u>
Word	Photoshop	Quickbooks	People Soft
Excel	Pagemaker	Bloomberg	HRIS
Power Point	Visio	Baseline	MS Project
Access	Publisher	Advent	Palm Pilot
<u>Calendaring/Email</u>	Front Page	Lexis-Nexis	Blackberry
MS Outlook	Dreamweaver	Siebel	Goldmine
Lotus Notes	Quark		Mac Platform
_____	Corel	_____	_____
_____	_____	_____	_____

Other Skills

Typing (wpm) _____	Accounting	Y	N
Shorthand (wpm) _____	A/P	<input type="checkbox"/>	<input type="checkbox"/>
Y	A/R	<input type="checkbox"/>	<input type="checkbox"/>
N	Payroll	<input type="checkbox"/>	<input type="checkbox"/>
Dictaphone <input type="checkbox"/>	Invoicing	<input type="checkbox"/>	<input type="checkbox"/>
Foreign Languages	Other _____		
_____	_____		

List companies/employment agencies contacted

List two "Business" references.

- Name _____
 Title _____
 Company _____
 Relationship _____
 Phone () _____
 E-mail _____

- Name _____
 Title _____
 Company _____
 Relationship _____
 Phone () _____
 E-mail _____

Employment History FILL OUT COMPLETELY, PLEASE DO NOT WRITE "SEE RESUME"

List present or most recent position first

Dates of employment	Company Name _____	_____
From _____ mo/yr	Address _____	_____
To _____ mo/yr	City _____	State _____
	Telephone _____	_____
Industry _____	# of employees _____	_____
Direct supervisor _____	Title _____	_____
Duties _____		_____

Reason for Leaving _____		_____

Starting Position _____

Ending Position _____

Starting Salary _____

Ending Salary _____

_____/_____/_____

Date of last increase _____

Bonus _____

Overtime _____

Total Comp _____

Dates of employment	Company Name _____	_____
From _____ mo/yr	Address _____	_____
To _____ mo/yr	City _____	State _____
	Telephone _____	_____
Industry _____	# of employees _____	_____
Direct supervisor _____	Title _____	_____
Duties _____		_____

Reason for Leaving _____		_____

Starting Position _____

Ending Position _____

Starting Salary _____

Ending Salary _____

_____/_____/_____

Date of last increase _____

Bonus _____

Overtime _____

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Dates of employment	Company Name _____	_____
From _____ mo/yr	Address _____	_____
To _____ mo/yr	City _____	State _____
	Telephone _____	_____
Industry _____	# of employees _____	_____
Direct supervisor _____	Title _____	_____
Duties _____		_____

Reason for Leaving _____		_____

Starting Position _____

Ending Position _____

Starting Salary _____

Ending Salary _____

_____/_____/_____

Date of last increase _____

Bonus _____

Overtime _____

Total Comp _____

Disclaimer: I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. In this regard, the undersigned hereby gives and grants to The Larko Group full authority to verify prior employment information, contact references, and order an investigative Consumer Report, either on behalf of a specific prospective employer or for unknown prospective employers and that the result of this investigation may include information on the character, general reputation, personal characteristics and mode of living of the undersigned. The Larko Group shall upon request by the applicant advise the applicant of the nature and scope of the report.

Signature of Applicant _____ Date ____/____/____