

CANDIDATE REGISTRATION FORM

Date of Appointment: _____

Candidate Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

(H) Tel: _____ (C) Tel: _____

(W) Tel: _____ May we contact you at work? _____

(H) E-Mail: _____

EMERGENCY CONTACT INFORMATION:

Name: _____ Relationship: _____ Tel: _____

WORK HISTORY: (List, Last 3 places of employment)

Current or Last Place of Employment Name: _____ Title: _____

Starting salary: _____ Ending salary: _____ Commission _____ Bonus _____

Start date: _____ End date: _____

Reason for leaving: _____

Provide a business reference contact name/title: _____ Tel: _____

Direct Report/Manager

Prior Place of Employment Name: _____ Title: _____

Starting salary: _____ Ending salary: _____ Commission _____ Bonus _____

Start date: _____ End date: _____

Reason for leaving: _____

Provide a business reference contact name/title: _____ Tel: _____

Direct Report/Manager

Prior Place of Employment Name: _____ Title: _____

Starting salary: _____ Ending salary: _____ Commission _____ Bonus _____

Start date: _____ End date: _____

Reason for leaving: _____

Provide a business reference contact name/title: _____ Tel: _____

Direct Report/Manager

EDUCATION:

College Name: _____ Location: _____ Year Grad/Degrees: _____

Certificates/Other: _____

High School Name: _____ Location: _____ Yr Grad: _____

CLERICAL SKILLS:

WPM Typing: _____ Tested: Yes or No Shorthand: _____ Dictaphone: _____

WORD PROCESSING/ SOFTWARE SKILL LEVEL:

Please circle/bold your level of experience (B) =Beginner (I) =Intermediate (A) =Advanced or (NA) =Not Applicable

MS Word: (B) (I) (A) (NA)	MS Excel: (B) (I) (A) (NA)	MS PowerPoint: (B) (I) (A) (NA)
MS Access: (B) (I) (A) (NA)	MS Outlook: (B) (I) (A) (NA)	Eudora: (B) (I) (A) (NA)
PhotoShop: (B) (I) (A) (NA)	Quark: (B) (I) (A) (NA)	Word Perfect: (B) (I) (A) (NA)
Quicken: (B) (I) (A) (NA)	QuickBooks: (B) (I) (A) (NA)	Peachtree: (B) (I) (A) (NA)
ACT: (B) (I) (A) (NA)	Crystal Reports (B) (I) (A) (NA)	Oracle: (B) (I) (A) (NA)

Other (Please List): _____

LANGUAGE SKILLS:

F = Fluent, R = Read, W = Write or S = speak

English: F R W S	Russian: F R W S	Spanish: F R W S	Cantonese Chinese: F R W S
Japanese: F R W S	German: F R W S	Italian: F R W S	Mandarin Chinese: F R W S
Portuguese: F R W S	Hindi: F R W S	French: F R W S	Korean: F R W S

Other languages: _____

HOW DID YOU HEAR ABOUT BEACON WEST? (Check one)

Newspaper _____ Friend _____ Relative _____ Employment Agency _____
Name of Friend Name of Relative

WWW: _____ Craigslist _____ Yellow Pages _____ Yellow Book: _____ Other: _____

CANDIDATE AGREEMENT WITH BEACON WEST PLACEMENT, INC. "BEACON WEST"

Along with my application for employment, I authorize Beacon West to perform and conduct a reference check of my professional background, including information regarding any prior employment and general reputation. I understand that I have a right to make a request of Beacon West to learn the complete nature and scope of the information obtained.

In working with Beacon West Placement, I acknowledge and agree to limit contact and correspondence with the clients of Beacon West directly and indirectly. **I agree not to contact the clients of Beacon West Placement, directly or indirectly by telephone, e-mail, or written correspondence or in person without the specific approval of Beacon West Placement.**

I acknowledge that I have read this statement and believe to the best of my ability that the information disclosed is true and accurate.

 Candidate/Employee Signature: Date:

CONSULTANTS USE ONLY:

Distance of Travel/Commute: _____

Permanent: _____ Start Sal: _____ Temp: _____ Start Sal: _____ T/P: _____ Start Sal: _____

Part Time: _____ Hours/Times Avail: _____ Full Time: _____

Additional Information: _____

