

**CONFIDENTIAL APPLICATION**

Salary	Perm/Yr.	Temp/Hr.
Preferred		
Will Accept		
Present		

1050 Connecticut Ave., NW 10<sup>th</sup> Floor, Washington, DC20036

Last Name	First Name	Initial	Maiden Name	Counselor
Street Address			Home Phone #	Today's Date
City	State	Zip Code	Citizenship	Soc. Sec. #
Reference of Present Job:	Name:	Title:	Telephone:	
<i>How were you referred to Woodside?</i>				
<i>Please list other agencies with which you are registered.</i>				
<i>Please list companies you have already contact or sent a resume to.</i>				
<i>Have you ever been refused a bond?</i>				
<i>Have you ever been discharged or requested to resign a position? If so, please explain:</i>				
<i>Have you ever been convicted of a felony in this or any other state, in which you have received a sentence?</i>				

EMPLOYER (List Most Recent First)	SALARY	Dates	Reason for Leaving
Co. Name Address: Supervisor: Telephone:	Starting:  Ending:		
Co. Name: Address: Supervisor: Telephone:	Starting:  Ending:		
Co. Name: Address: Supervisor: Telephone:	Starting:  Ending:		

*Presently employed in a permanent job?*

*Do you have to give notice upon termination?*

*If unemployed, will you want short-term temp jobs between interviews?*

<b>SKILLS: Typing</b>		<b>Shorthand:</b>	
<b>Software:</b>	<i>Beginner</i>	<i>Intermediate:</i>	<i>Advanced:</i>

I verify that all information on this application is correct and I understand that the verification/documentation of proper identification for the attached Immigration Reform and Control Act is mandatory in order for Woodside to refer me to any of their clients

**DISCLOSURE STATEMENT:** I hereby give Woodside Employment Consultants, Inc. and/or Woodside Temporaries, Inc. permission to contact all previous employers, with the exception of my current employer, for the purpose of obtaining references. In efforts to assist me in securing a new position, I further authorize Woodside to furnish these references to prospective clients/employers in strict confidence.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please answer all questions correctly and thoroughly.**

FIRST NAME:

LAST NAME:

E-Mail Address:

- |   |  |
|---|--|
| X | <b>Previous Specialized Experience</b>           |
|   | SECRETARIAL: Legal                               |
|   | SECRETARIAL: Hill                                |
|   | SECRETARIAL: Medical                             |
|   | SECRETARIAL: Other                               |
|   | ADMINISTRATIVE                                   |
|   | CLERICAL   |
|   | RECEPTIONIST                                     |
|   | DOCUMENT CODING                                  |
|   | PARALEGAL  |
|   | SUPERVISORY: (How many did you supervise? _____) |
|   | CONVENTION/MEETING PLANNING                      |
|   | GOVERNMENT AGENCY                                |
|   | BROADCASTING                                     |
|   | MARKETING  |
|   | FINANCIAL/ACCOUNTING                             |
|   | PURCHASING                                       |
|   | PUBLICATIONS/EDITOR                              |
|   | MORTGAGE/REAL ESTATE                             |
|   | INSURANCE  |
|   | WORD PROCESS. OR D/E                             |
|   | GRAPHIC ARTS/DESIGN                              |
|   | HUMAN RESOURCES                                  |
|   | PROJECT MANAGEMENT                               |
|   | TECHNICAL-ENGINEER                               |
|   | TECHNICAL-ARCHITECT                              |
|   | TECHNICAL-IMPLEMENT.                             |
|   | TECHNICAL-OTHER                                  |

BUSINESS PHONE:

ALT. PHONE:

H.S. NAME & GRAD. DATE:

COLLEGE NAME AND DATES:

Highest Level:    1   2   3   4

Degree:

Emergency Contact (Name/Phone):

Security Clearances: (Please list all)