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**ONLY FILL IN INFORMATION APPLICABLE TO YOU - PLEASE PRINT**

NAME \_\_\_\_\_ HOME # ( ) \_\_\_\_\_ CELL # ( ) \_\_\_\_\_ EMERGENCY # ( ) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

SS # \_\_\_\_\_ Eligible for permanent employment in the U.S.?  Yes  No Have you ever been convicted of a felony?  Yes  No DESIRED SALARY RANGE \_\_\_\_\_ BEST TIMES TO INTERVIEW \_\_\_\_\_ LUNCH [ ] TIME \_\_\_\_\_

POSITION DESIRED (List 1 or 2) \_\_\_\_\_ OTHER LANGUAGES \_\_\_\_\_ OTHER LAST NAMES \_\_\_\_\_

TRANSPORTATION TO WORK CAR \_\_\_\_\_ PUBLIC \_\_\_\_\_ JOB LOCATION PREFERRED:  DOWNTOWN BIRTHDATE \_\_\_\_\_ Federal Law prohibits Discrimination on the Basis of Age  
TRAIN LINE \_\_\_\_\_ SUBURBS  NW  N  W  SW  S

SOFTWARE EXPERIENCE	OFFICE EXPERIENCE	LEGAL EXPERIENCE	INDUSTRY EXPERIENCE	
<input type="checkbox"/> ACCESS <input type="checkbox"/> ACT <input type="checkbox"/> ADOBE <input type="checkbox"/> ADP <input type="checkbox"/> AS400 <input type="checkbox"/> AUTOCAD <input type="checkbox"/> CONCORDANCE <input type="checkbox"/> CPI <input type="checkbox"/> ELITE <input type="checkbox"/> EXCEL <input type="checkbox"/> GREATPLAINS <input type="checkbox"/> ILLUSTRATOR <input type="checkbox"/> IMANAGE <input type="checkbox"/> JURIS <input type="checkbox"/> LOTUS NOTES <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> ORACLE <input type="checkbox"/> PEACHTREE <input type="checkbox"/> PEOPLESOFT <input type="checkbox"/> POWERPOINT <input type="checkbox"/> PUBLISHER <input type="checkbox"/> QUICKBOOKS <input type="checkbox"/> SAP <input type="checkbox"/> SPSS <input type="checkbox"/> SKYLINE <input type="checkbox"/> SUMMATION <input type="checkbox"/> TIMBERLINE <input type="checkbox"/> TIMESLIPS <input type="checkbox"/> WESTLAW <input type="checkbox"/> WORD <input type="checkbox"/> WORD PERFECT <input type="checkbox"/> YARDI <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> AR <input type="checkbox"/> AP <input type="checkbox"/> ADMINISTRATIVE ASSISTANT <input type="checkbox"/> BOOKKEEPING <input type="checkbox"/> COLLECTIONS <input type="checkbox"/> CUSTOMER SERVICE <input type="checkbox"/> DICTAPHONE <input type="checkbox"/> GENERAL OFFICE <input type="checkbox"/> GRAPHICS/PRESENTATION <input type="checkbox"/> MANAGERIAL <input type="checkbox"/> MAIL ROOM <input type="checkbox"/> PARALEGAL <input type="checkbox"/> PAYROLL <input type="checkbox"/> PERSONNEL <input type="checkbox"/> PURCHASING <input type="checkbox"/> RECEPTION <input type="checkbox"/> SECRETARY <input type="checkbox"/> SHORTHAND <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> ATTORNEY <input type="checkbox"/> BANKING <input type="checkbox"/> BANKRUPTCY <input type="checkbox"/> CLASS ACTION <input type="checkbox"/> CORPORATE <input type="checkbox"/> CRIMINAL <input type="checkbox"/> DIVORCE/FAMILY <input type="checkbox"/> DOCKET CLERK <input type="checkbox"/> EMINENT DOMAIN <input type="checkbox"/> EMPLOYEE BENEFITS <input type="checkbox"/> ENTERTAINMENT <input type="checkbox"/> ENVIRONMENTAL <input type="checkbox"/> ESTATE PLANNING <input type="checkbox"/> ESTATE TAXRETURNS <input type="checkbox"/> GENERAL PRACTICE <input type="checkbox"/> HEALTH CARE <input type="checkbox"/> HELP DESK <input type="checkbox"/> IMMIGRATION <input type="checkbox"/> INSUR DEFENSE <input type="checkbox"/> INTELLECTUAL PROP <input type="checkbox"/> LABOR <input type="checkbox"/> LITIGATION <input type="checkbox"/> MEDICAL MAL <input type="checkbox"/> PATENT/TRADEMARK <input type="checkbox"/> PERSONAL INJURY <input type="checkbox"/> PROBATE <input type="checkbox"/> REAL ESTATE COMMERCIAL <input type="checkbox"/> REAL ESTATE RESIDENTIAL <input type="checkbox"/> SECURITIES <input type="checkbox"/> TAX <input type="checkbox"/> WORKERS' COMP <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> ACCOUNTING <input type="checkbox"/> ARCHITECTURAL <input type="checkbox"/> ASSOCIATIONS <input type="checkbox"/> BANKING <input type="checkbox"/> BROKERAGE <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> CONSULTING <input type="checkbox"/> ENGINEERING <input type="checkbox"/> FORTUNE 100/500/1000 <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> INSURANCE <input type="checkbox"/> LEGAL <input type="checkbox"/> MANUFACTURING <input type="checkbox"/> MARKETING <input type="checkbox"/> MEDICAL <input type="checkbox"/> NON FOR PROFIT <input type="checkbox"/> PUBLISHING <input type="checkbox"/> REAL ESTATE <input type="checkbox"/> TITLE <input type="checkbox"/> _____

Please add any experience not listed in the space provided above

H.S. NAME/CITY \_\_\_\_\_ YR GRAD \_\_\_\_\_ COLLEGE NAME/CITY \_\_\_\_\_ MAJOR \_\_\_\_\_ YR GRAD \_\_\_\_\_

**CONFIDENTIAL EMPLOYMENT RECORD - BEGIN WITH MOST RECENT POSITION**

1. MO \_\_\_\_ YR \_\_\_\_ TO MO \_\_\_\_ YR \_\_\_\_ FIRM: \_\_\_\_\_ PHONE # \_\_\_\_\_ TYPE OF BUSINESS / # OF EMPLOYEES \_\_\_\_\_  
 ADDRESS/CITY: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ INITIAL SALARY \_\_\_\_\_ FINAL SALARY \_\_\_\_\_  
 STILL EMPLOYED

JOB TITLE \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

2. MO \_\_\_\_ YR \_\_\_\_ TO MO \_\_\_\_ YR \_\_\_\_ FIRM: \_\_\_\_\_ PHONE # \_\_\_\_\_ TYPE OF BUSINESS / # OF EMPLOYEES \_\_\_\_\_  
 ADDRESS/CITY: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ INITIAL SALARY \_\_\_\_\_ FINAL SALARY \_\_\_\_\_

JOB TITLE \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

I was contacted and scheduled in by \_\_\_\_\_ Ad in \_\_\_\_\_

I was referred to ICI by \_\_\_\_\_ ICI's Website \_\_\_\_\_

I posted my resume on the following Job Boards \_\_\_\_\_

I agree not to accept temporary work or permanent employment, either directly or through another employment service, with any company to which INTERVIEWING CONSULTANTS, INC. refers me for a period of 1 year from my interview date or last day worked as an ICI temp, without allowing ICI to represent me. A breach of this provision entitles INTERVIEWING CONSULTANTS, INC. to recover fees rightly earned.

I authorize ICI to represent me, to verify my past employment history, if necessary, order a background check, and release from all liability all persons requesting and supplying information. The information which I have provided on my resume and this application is true to the best of my knowledge.

PLEASE SIGN X \_\_\_\_\_ Date \_\_\_\_\_

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