

LAST	FIRST	MI / MAIDEN	SALARY DESIRED	MINIMUM SALARY
ADDRESS	APT#		POSITIONS DESIRED	
CITY	STATE	ZIP	1	
HOME PHONE	2			
MOBILE PHONE	AVAILABILITY TO INTERVIEW			
OFFICE PHONE	AVAILABILITY TO BEGIN WORK			
EMAIL ADDRESS	FOR OFFICE USE ONLY			
BIRTHDAY MONTH / DAY	SOCIAL SECURITY #	1		
ALTERNATE CONTACT #	2			
ARE YOU MULTILINGUAL?	LANGUAGES?	3		
ARE YOU A SMOKER?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3		



DEGREE / MAJOR / GPA

HIGH SCHOOL	YEARS COMPLETED
COLLEGE / UNIVERSITY	YEARS COMPLETED
TECHNICAL / BUSINESS	YEARS COMPLETED
MILITARY SERVICE	YEARS COMPLETED
OTHER EDUCATION	YEARS COMPLETED
HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, EXPLAIN
AT WHICH RECRUITING FIRMS ARE YOU CURRENTLY REGISTERED?	RECRUITER NOTES
AT WHICH COMPANIES HAVE YOU WORKED TEMPORARY ASSIGNMENTS?	
HAVE YOU REGISTERED WITH DES IN THE PAST? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ARE YOU INTERESTED IN TEMPORARY WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ARE YOU INTERESTED IN WORKING OVERTIME? <input type="checkbox"/> YES <input type="checkbox"/> NO	

WORD	BASIC	INTER	ADVANCED
EXCEL	BASIC	INTER	ADVANCED
POWER POINT	BASIC	INTER	ADVANCED
ACCESS	BASIC	INTER	ADVANCED
OTHER			

WORK HISTORY

DATE FROM	COMPANY	POSITION	STARTING SALARY	REASON FOR LEAVING
DATE TO	ADDRESS	PHONE #	ENDING SALARY	TYPE OF BUSINESS

JOB DUTIES

ACCOMPLISHMENTS

RECRUITERS NOTES

DATE FROM	COMPANY	POSITION	STARTING SALARY	REASON FOR LEAVING
DATE TO	ADDRESS	PHONE #	ENDING SALARY	TYPE OF BUSINESS

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RECRUITERS NOTES

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JOB DUTIES

ACCOMPLISHMENTS

RECRUITERS NOTES

RANK IN ORDER ACCORDING TO IMPORTANCE - NUMBER 1 - 5

JOB CONTENT
 SALARY
 LOCATION
 URGENCY
 BENEFITS

RECRUITERS NOTES

BILLING AND PLACEMENT INFORMATION



Dallas Employment Services, Inc.
45 Years of Staffing Solutions

DATE			
STATUS	NEW PLACEMENT	FALL OFF REFUND	
	TEMP TO HIRE	FALL OFF REPLACEMENT	
	ASSET CONVERSION	RETAINER	
CANDIDATE SOURCE	REACTIVATE	CAREER BUILDER	OTHER
	AD CALL	MONSTER	
	REFERRAL	WEBSITE	
CLIENT	CANDIDATE NAME		
BILLING ADDRESS	POSITION		
INVOICE ATTENTION TO	START DATE		
CLIENT PHONE #	DATE OF INVOICE	INVOICE #	
JOB ORDER CONSULTANT	CANDIDATE CONSULTANT		
DIRECT HIRE	REPLACEMENT INFORMATION		
ANNUAL SALARY	NAME OF CANDIDATE BEING REPLACED		
FEE %	START DATE		
TOTAL FEE	FALL OFF DATE		
ASSET CONVERSION	TEMP TO HIRE		
TOTAL FEE	PAY RATE	BURDEN	
LESS PROFIT	BILL RATE		
TO BE BILLED	ESTIMATED END DATE		
GUARANTEE			
NOTES TO ACCOUNTING			