

NOTE

GLOBAL EXCELLENCE, LLC REQUESTS YOUR SOCIAL SECURITY NUMBER AS PART OF THE FIRM'S APPLICATION PROCESS.

Our clients require that we verify all certifications and/or degrees, and salary history listed on your application.

Please note that your base salary should not include overtime or bonuses.

In order to provide that service, we need your social security number which will be used for no other purpose than to verify information provided on this application and your resume.

IF YOUR SOCIAL SECURITY IS LISTED

ON YOUR RESUME

PLEASE REMOVE IT PRIOR TO SUBMISSION

Last name Maiden	First	Middle I	Nickname	Are you available for overtime: yes no
Street Address:				Are you eligible to work in the U.S. yes no
City			State:	When can you start a new job?
Home No.	Office No.		E-mail address	Languages
Cell Phone No.			Social Security No.	Have you ever been convicted of a crime other than a misdemeanor or summary offense. If yes, provide detail on separate sheet:
Professional Memberships				May we contact your present employer:
Outside Interests				May we contact your former employers:
Can you commit to an employer for a minimum of one year?		Do you have any restrictions on the hours you can work? Please explain		Salary Expectations: Present: _____ Minimum: _____ Planning on _____
How did you hear of us?		Have you ever been terminated from a position? (yes or no) If yes, please explain		

	Name of school	Location City and State	No. Years Attended	Degree/Date	Major
High School					
College					
Other					
Business School					

Present/last Employer		Previous Employer		Previous Employer	
Type of business		Type of business		Type of Business	
From	To	From	To	From	To
Address		Address		Address	
City/State		City/State		City/State	
Phone No. (with area code)		Phone No. (with area code)		Phone No. (with area code)	
Supervisors name		Supervisors name		Supervisors name	
Starting Base Salary	Ending Base Salary	Starting Base Salary	Ending Base Salary	Starting Base Salary	Ending Base Salary
Overtime	Bonus	Overtime	Bonus	Overtime	Bonus
Duties		Duties		Duties	
Software used		Software used		Software used	

# of people supervised	# of people supervised	# of people supervised
Reason for Leaving	Reason for Leaving	Reason for Leaving

List Positions that are of interest to you	List skills (i.e., ten key pad, typing speed, shorthand, software, hardware, mgmt)

References: (List three supervisors, or associates most familiar with your work product)	To eliminate any embarrassing duplication of both our efforts and to help us better understand your job interests, please list below all agencies and companies you have contacted in the past 6 months.
Name	Company/Agency Position Title
Occupation and company	
Relationship to Applicant	
Work or home phone number	
Email Address:	
Name	
Occupation and company	
Relationship to Applicant	
Work or home phone number	
Email Address:	
Name	
Occupation and company	
Relationship to Applicant	
Work or home phone number	
Email Address:	

References: List two contemporaries or subordinates familiar with your work ethic	
Name	Name
Occupation and company	Occupation and company
Relationship to Applicant	Relationship to Applicant
Work or home phone number	Work or home phone number

By typing or signing my name I verify that all information completed above is correct, and authorize Global Excellence, LLC and its designated representatives to verify all information provided by contacting former employers/associates and schools for degree verification. I release Global Excellence, LLC, colleges and former employers from any liability that may result from the disclosure of this information.

Date: _____ Signature: _____

The selection process is not influenced by color, race, age, sex, religion, national origin, disability or handicap unrelated to job ability, ancestry, sexual orientation, marital status, parental status, source of income, military discharge status or other protected group status as defined by law. Global Excellence is an equal opportunity placement agency.

PLEASE NOTE:

Our offices are located at 910 17th Street, N.W., Suite 400. Washington, D. C. We are located ½ block from the Farragut Metro Station. At our suite, when you exit the elevator, turn to the left and Global Excellence is the third door on the right.