



Dependable Employment  
Agency Network, Inc.

Education & Corporate Staffing Specialists

9301 Wilshire Boulevard, Suite 403. Beverly Hills, CA 90210 www.DependableEmployment.com

Phone: 310-274-3434 Fax: 310-274-8440 Email: Careers@DependableEmployment.com

## CANDIDATE PROFILER

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

Time: \_\_\_\_\_

Name \_\_\_\_\_

Last

First

Middle

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Msg #: \_\_\_\_\_ Work #: \_\_\_\_\_

Personal

Email: \_\_\_\_\_

Business

Email: \_\_\_\_\_

How did you hear about *Dependable*? \_\_\_\_\_

Applying For:  Direct Hire Employment

(Check all that apply)  Temporary Employment

Temporary to Direct Hire

Part-time Employment

Other \_\_\_\_\_

(Check all that apply)

Days Available:  M  T  W  T  F  S  S

Date you will be available for work: \_\_\_\_\_

Preferred Hours: \_\_\_\_\_

Mode of transportation: \_\_\_\_\_

## CAREER EXPECTATIONS

POSITION DESIRED

SALARY

Full-Time (Annually)

Temp (Hourly)

First Choice \_\_\_\_\_

Expected \$ \_\_\_\_\_ \$ \_\_\_\_\_

Second Choice \_\_\_\_\_

Least Acceptable \$ \_\_\_\_\_ \$ \_\_\_\_\_

Job Location:  East San Fernando Valley  West San Fernando Valley  Studio City  Ventura County

(Check all that apply)  San Gabriel Valley  Pasadena  Glendale  Downtown  Mid-Wilshire  Beverly Hills

Century City  Westwood  Brentwood  West LA  Santa Monica  El Segundo/LAX

Riverside County  Southbay  Orange County  Other (specify) \_\_\_\_\_

What are the important factors you are looking for in your next job:

\_\_\_\_\_

What are your industry preferences? \_\_\_\_\_

What are your strong points?

\_\_\_\_\_

What areas would you like to improve?

\_\_\_\_\_

What are your ultimate career goals?

\_\_\_\_\_

## EMPLOYMENT HISTORY - Page Two

- ✓ Please fill out completely and provide your current resume.
- ✓ For gaps of more than three months between jobs, list the dates and account for the time.
- ✓ List most recent employer first. Note: Current employers won't be contacted until you are notified.  
Background checks & finger printing are involved for academic jobs.

<b>From</b>	<b>Company Name</b>	<b>Position/Department</b>			<b>Full, Part-time, Temp?</b>
<b>To</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Type of Company</b>
<b>Supervisor/Title/Phone</b>		<b>Co-Worker/Name/Title</b>			<b>Main Company Phone</b>
<b>What did you like most about this job?</b> <hr/>					<b>Salary - Starting</b> _____ <b>Ending or Current</b> _____ <b>Reason for leaving?</b> _____
<b>What did you like least about this job?</b> <hr/>					<b>How did you find out about this job?</b> <hr/>
<b>List the software programs you utilized on this job, how you used them and how often:</b>					
1. _____					
2. _____					
3. _____					
4. _____					
5. _____					

<b>From</b>	<b>Company Name</b>	<b>Position/Department</b>			<b>Full, Part-time, Temp?</b>
<b>To</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Type of Company</b>
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4. _____				_____	
5. _____				_____	

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3. _____				_____	
4. _____				_____	
5. _____				_____	

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5. _____				_____	

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_____				_____	_____
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5. _____				_____	

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2. _____				_____	
3. _____				_____	
4. _____				_____	
5. _____				_____	

**NOTE: Education will be verified prior to temporary assignments.**

**High School/Location:** \_\_\_\_\_ **Graduated?** \_\_\_\_\_

**College/University:** \_\_\_\_\_ **No. of Years:** \_\_\_\_\_ **GPA:** \_\_\_\_\_  
**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_ **Degree & Date:** \_\_\_\_\_

**Graduate School/Other:** \_\_\_\_\_ **No. of Years:** \_\_\_\_\_ **GPA:** \_\_\_\_\_  
**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_ **Degree & Date:** \_\_\_\_\_

**SKILLS**

----SOFTWARE PROGRAMS----

Mark the platform(s) used, indicate skill level & versions used  
 Platform(s): W=Windows, M=Macintosh  
 Skill Level: B = Beginner, I = Intermediate, A = Advanced  
 Software Version(s): 98, 2000, 2003, NT, Vista, etc...

	Platform(s)	Skill Level	Version(s)
<b>Adobe:</b>			
DreamWeaver.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
Illustrator.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
Photoshop.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
Others.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
ACT!.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
Alpha Five.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
<b>Blackbaud:</b>			
Education Edge.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
Financial Edge.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
NetCommunity.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
Patron Edge.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
Raiser's Edge.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
Others.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
CorelDRAW.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
DonorPerfect.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
Eudora Pro.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
FileMaker Pro.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
Lotus 1-2-3.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
LotusNotes.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
MAS 90 200 500.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
<b>Microsoft Office:</b>			
Access.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
Excel.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
Outlook.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
PowerPoint.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
Publisher.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
Word.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
PageMaker.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
PeopleSoft.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
QuarkXPress.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
Quattro Pro.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
Quicken.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
QuickBooks Pro.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
WordPerfect.....	W <input type="checkbox"/> M <input type="checkbox"/>	B <input type="checkbox"/> I <input type="checkbox"/> A <input type="checkbox"/>	
Others - Please List.....	_____	_____	_____

----TECHNICAL SOFTWARE & LANGUAGES----

Please list - Example: Basic, C#, .net, etc....

\_\_\_\_\_  
 \_\_\_\_\_

----WEB BASED SOFTWARE----

Please list - Example: Internet Explorer, Yahoo, JAVA, HTML, etc...

\_\_\_\_\_  
 \_\_\_\_\_

----PLATFORMS USED----

Please list - Example: Windows, Macintosh, UNIX, Novell, etc...

\_\_\_\_\_  
 \_\_\_\_\_

---GENERAL SKILLS---

Keyboard Speed \_\_\_\_\_ wpm  
 Shorthand/Speedwriting/Fastnotes Speed \_\_\_\_\_ wpm  
 Dictaphone - Yes or No? \_\_\_\_\_  
 10-Key by Touch or Sight? \_\_\_\_\_

----FOREIGN LANGUAGES----

(Specify)  
 Speak Fluently..... \_\_\_\_\_  
 Read Fluently..... \_\_\_\_\_  
 Write Fluently..... \_\_\_\_\_

----ACCOUNTING/BOOKKEEPING----

Skill Level: L = Light, I = Intermediate, A = Advanced

A/P..... B  I  A   
 A/R..... B  I  A   
 General Ledger..... B  I  A   
 Thru Trial Balance..... B  I  A   
 Full-Charge..... B  I  A   
 Bank Reconciliations..... B  I  A   
 Credit & Collections..... B  I  A   
 Financial Statements..... B  I  A   
 Profit & Loss Statements.... B  I  A   
 Payroll..... B  I  A   
 Number of Employees... \_\_\_\_\_  
 Staff Accountant..... B  I  A   
 CPA..... B  I  A

**ADDITIONAL INFORMATION - Page Seven**

**If applicable, please provide any recent temporary employment:**

Name of Company/Supervisor	Dates	Pay	Duties	Agency Name/Supervisor/Phone #
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

**Please provide the names of firms where you have interviewed or where you have sent your resume within the last calendar year.**

1. _____	2. _____	3. _____
4. _____	5. _____	6. _____
7. _____	8. _____	9. _____

**Emergency Contact:**

(Someone who will know where we can find you)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_  
Phone: \_\_\_\_\_

**Please indicate other agencies you are registered with:**

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

Upon hire, are you able to show legal proof of eligibility for employment? \_\_\_\_\_  
Have you been convicted of a felony within the last 10 years? \_\_\_\_\_ If yes, explain: \_\_\_\_\_  
Have you ever been dismissed, suspended or allowed to resign for cause? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

**IMPORTANT:** Please review your completed application and then read the following statement carefully before signing:

I, \_\_\_\_\_, certify that the information I have provided on this application is correct and complete. I understand that any inaccurate or misleading information may lead to my dismissal by a new employer or the withdrawal of an offer of employment. In connection with my professional advancement, I grant permission to Dependable Employment Agency Network, Inc. to check my references and I hereby authorize my previous employers to provide any information to the Agency that they deem appropriate. I also agree to treat with confidence any information given to me by the Agency concerning employment opportunities and not to disclose this information to anyone without the Agency's approval. If I become a temporary employee of Dependable Employment Agency Network, Inc., I agree to notify you at the end of each job assignment. If I fail to give such notice or fail to call on a weekly basis with my availability, Dependable Employment may assume that I am not available for employment and may be ineligible for unemployment benefits. I will not accept an offer of employment by any employer to which I am referred by the Agency without the express permission of Dependable Employment Agency Network, Inc.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

**TEST SCORES & EVALUATION**

Typing \_\_\_\_\_ SH/FN/SPWTG \_\_\_\_\_ Language Skills \_\_\_\_\_ Spelling \_\_\_\_\_ Grammar \_\_\_\_\_ Math \_\_\_\_\_ Filing \_\_\_\_\_ General Clerical \_\_\_\_\_  
10-Key \_\_\_\_\_ Proofreading \_\_\_\_\_ Other \_\_\_\_\_ W4 \_\_\_\_\_ I-9 Certified? \_\_\_\_\_ Safety In The Workplace Signed? \_\_\_\_\_

**Consultant** \_\_\_\_\_



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VERIFICATION OF EMPLOYMENT AND EDUCATION

Instructions: Please read the following, sign and date.

In connection with my search for employment, I grant permission to Dependable Employment Agency Network, Inc. to check my references. I hereby authorize my previous employers and educational institutions to release confidential information concerning my employment or education record to Dependable Employment, including dates of educational attendance and degree received, dates of employment, job title or classification, final wage rate/salary, work performance, attendance, reason for leaving, job duties, and eligibility for rehire. I acknowledge that some information divulged may be negative or positive with respect to my performance and I hereby release my previous employers from any and all liability for furnishing such information.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

(Do not write below this line)

TO: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Your former employee or student has applied to Dependable Employment Agency Network, Inc. Your verification of the information provided to us is appreciated and will be kept in confidence.

Employed from \_\_\_\_\_ To \_\_\_\_\_ Correct? \_\_\_\_\_

If the above dates are incorrect, what are the correct dates as shown on your records? \_\_\_\_\_

Position held \_\_\_\_\_ Correct? \_\_\_\_\_

If the above position held is incorrect, what position held is indicated on your records? \_\_\_\_\_

Salary \_\_\_\_\_ Correct? \_\_\_\_\_

If the above salary is incorrect, what salary is indicated on your records? \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Correct? \_\_\_\_\_

If this is not in accord with your records, what reason do you show for leaving? \_\_\_\_\_

Attendance record: (Circle One) Excellent Good Average Below Average

Is this person eligible for rehire? \_\_\_\_\_

[This section is for Academic Institutions only]

Dates of attendance - from \_\_\_\_\_ to \_\_\_\_\_ Is this correct? \_\_\_\_\_ Degree received? \_\_\_\_\_ GPA \_\_\_\_\_

If the above dates are incorrect, what are the correct dates as shown on your records? \_\_\_\_\_

Information provided by:

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Thank you for taking the time to provide Dependable Employment Agency Network, Inc. with the above information.