

<b>firstPRO</b> Pre-Interview Profile		DATE	LAST NAME		FIRST NAME		MIDDLE
Present Address		City	State	Zip	How long there?	Recruiter	
Emergency Contact							
Home Phone	Business Phone	E-mail address			Cell Phone		
<b>Education/Certifications</b>							
High School & City		Years Attended	Major	Type of Degree Received	Overall GPA	Major GPA	Honors and Awards
College or Technical School & City							
Other Education (grad. school and other)							
Certifications (i.e. A+, MCSE, CCNA etc.) Year and License number if applicable							
Military Service	Dates	Job related military training, duties & responsibilities, accomplishments & supervision					
<b>Technical Skills</b>							
List Technical systems, processes, functions, abilities, or knowledge (including years of experience) that would be of most interest to an employer							
1.		2.		3.		4.	
5.		6.		7.		8.	
<b>Availability</b>							
When is the best time for you to interview? (AM, PM, etc..)?					What absolute minimum salary would you consider?		
Availability (immediate, two week notice, etc.)					How did you hear about FirstPRO?		
<b>Employment History</b>							
Begin with the most recent – please furnish COMPLETE information							
<b>Company #1</b>							
Company name		Phone	How did you find your job? Recruiter <input type="checkbox"/> Newspaper <input type="checkbox"/> Referral <input type="checkbox"/>		Employment dates (from – to)	Your superior's name and title (confidential)	
Local office address			Company product/service				
Hired as	Starting Salary	Last position held		Final Salary	Specific reason for leaving		
Bonus, perks, etc.							
<b>Company #2</b>							
Company name		Phone	How did you find your job? Recruiter <input type="checkbox"/> Newspaper <input type="checkbox"/> Referral <input type="checkbox"/>		Employment dates (from – to)	Your superior's name and title (confidential)	
Local office address			Company product/service				
Hired as	Starting Salary	Last position held		Final Salary	Specific reason for leaving		
Bonus, perks, etc.							
<b>Company #3</b>							
Company name		Phone	How did you find your job? Recruiter <input type="checkbox"/> Newspaper <input type="checkbox"/> Referral <input type="checkbox"/>		Employment dates (from – to)	Your superior's name and title (confidential)	
Local office address			Company product/service				
Hired as	Starting Salary	Last position held		Final Salary	Specific reason for leaving		
Bonus, perks, etc.							
<b>Company #4</b>							
Company name		Phone	How did you find your job? Recruiter <input type="checkbox"/> Newspaper <input type="checkbox"/> Referral <input type="checkbox"/>		Employment dates (from – to)	Your superior's name and title (confidential)	
Local office address			Company product/service				
Hired as	Starting Salary	Last position held		Final Salary	Specific reason for leaving		
Bonus, perks, etc.							

## References

1. Past Supervisors - Name, Title & Company	Phone Number	Industry associates or co-worker references - Name, title & company	Phone Number
2. Past Supervisors - Name, Title & Company	Phone Number	Industry associates or co-worker references - Name, title & company	Phone Number
3. Past Supervisors - Name, Title & Company	Phone Number	Industry associates or co-worker references - Name, title & company	Phone Number
4. Peer Reference - Name, Title & Company	Phone Number	Industry associates or co-worker references - Name, title & company	Phone Number
5. Peer Reference - Name, Title & Company	Phone Number	Industry associates or co-worker references - Name, title & company	Phone Number

## Recent Interviews

Names of companies where you have interviewed to determine the direction of your job pursuit and avoid conflict with applications already on file.

Name of company where you interviewed	Position / Job Discussed	Job Offer? Yes / No		What did you like about this job that you would like us to find for you? Dislikes?	
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

## Referrals

Please list the names and telephone numbers of any friends/colleague they may benefit from our services. Be sure to include what field of work they are in.


### Agreement

I authorize FirstPRO to make a thorough investigation of my past employment and academic activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying such information. I further authorize a third party reference firm to perform investigations mentioned previously.

I agree to consider all information received as being strictly confidential, and do further agree to report immediately to FirstPRO all information resulting from such interviews.

By clicking "YES" and confirming with a written "Yes", I am agreeing to the above statement.

Authorized? yes no      Confirmed? \_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_