



Dennhardt & Associates, Inc.
Dennhardt Temporaries, Inc.

CONFIDENTIAL APPLICATION

| | | | |
|-----|-------------|------|--------|
| No. | Interviewer | Date | Source |
|-----|-------------|------|--------|

| | | | | | | | | |
|-------------------|------|----------|--|---|------------------|--|-----------------|---|
| Last Name | | First | Middle | | Previous Name(s) | | | |
| Address | | | Home Phone | Business Phone | | Other Phone | | |
| City, State | | Zip Code | | Residence <input type="checkbox"/> Own <input type="checkbox"/> Temporary | | <input checked="" type="checkbox"/> Rent | Email Address | |
| Emergency Contact | | Phone | Transportation <input type="checkbox"/> Own <input type="checkbox"/> Other | | Salary Desired | | Min. Acceptable | Current Work Hrs. <input type="checkbox"/> 8-5 <input type="checkbox"/> 8-4:30 <input type="checkbox"/> Other |
| High School | From | To | Degree | | | | | |
| College | | | | | | | | |
| Other | | | | | | | | |

IMPORTANT: Please record in the spaces below your **COMPLETE** job history beginning with the most recent or your current employer. Your current employer will not be contacted without your prior approval. This portion of the application **MUST** be filled out completely even if a resume is provided and regardless of prior work history.

| EMPLOYMENT HISTORY - LAST COMPANY FIRST | YOUR POSITION | COMPANY BUSINESS | IMMEDIATE SUPERVISOR | HIS/HER TITLE | EMPLOYMENT DATES | SALARY | REASON FOR LEAVING |
|---|---------------|------------------|----------------------|---------------|------------------|----------|--------------------|
| Company 1 | | | | | Date Started | Starting | |
| Address | | | | | Date Left | Ending | |
| City, State Zip | | | | | | | |

| | | | | | | | |
|-----------------|--|--|--|--|--------------|----------|--|
| Company 2 | | | | | Date Started | Starting | |
| Address | | | | | Date Left | Ending | |
| City, State Zip | | | | | | | |

| | | | | | | | |
|-----------------|--|--|--|--|--------------|----------|--|
| Company 3 | | | | | Date Started | Starting | |
| Address | | | | | Date Left | Ending | |
| City, State Zip | | | | | | | |

| | | | | | | | |
|-----------------|--|--|--|--|--------------|----------|--|
| Company 4 | | | | | Date Started | Starting | |
| Address | | | | | Date Left | Ending | |
| City, State Zip | | | | | | | |

SUPERVISOR REFERENCES (Past or Present)

| NAME | HOME/BUSINESS PHONE | EMPLOYER | OCCUPATION |
|------|---------------------|----------|------------|
| | | | |
| | | | |
| | | | |

CO-WORKER REFERENCES

| NAME | HOME/BUSINESS PHONE | EMPLOYER | OCCUPATION |
|------|---------------------|----------|------------|
| | | | |
| | | | |

What office/business functions do you enjoy doing the most?

What office/business functions do you enjoy doing the least?

What are your goals with respect to the new position you are seeking?

What kinds of things do you want to be doing? Describe your ideal job.

What are the most important things you want us to know about you?

AGREEMENT

Welcome to our consulting firm. Please understand that there will be no liability for any fee or service charge of any kind at any time.

In most instances, we are requested to verify references (with the exception of present employment) by our company clients. When we check references, we may inquire into your employment history, work habits, personal character and reputation. We may communicate this information to our clients. You may request a copy of the information we collect at any time. We will give you a copy of this information within five days from receiving your request.

I agree that you may check my references as described in this policy on reference checking and indicate by signing below that I have received a copy of this agreement.

I also understand that I have the right to receive a copy of the information collected by you when checking my references. I further agree that any information you gather from reference checking may be provided to clients interested in employing me.

Signature: _____

Date: _____