



Accounting Profile

Date: _____ Position: _____ Associate: _____ Immediately Available Term Temp Contract to Hire or Perm Minimum Annual Salary Required: _____ Class: _____ At _____ Ap _____ Pr _____

This Section for Office Use Only

Last Name: _____ First Name: _____ MI: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone Nos.: Home _____ Cell _____ Work _____ Emergency _____ SSN: _____ - _____ - _____ E-mail Address: _____ Spouse's Name: _____ Place of Employment: _____ Title: _____ How long in the area? _____ How did you learn about us? _____ If presently employed, where? _____ Can we contact them for a reference? Yes No Have you given notice? Yes No Desired salary \$ _____ per year or hour When are you available for interviews? (Please mark all that apply) Days: Mon. Tues. Wed. Thurs. Fri. Times: All Day A.M. only Lunch P.M. only After 5:00 p.m.

Education High School: _____ City/State: _____ Graduated? Yes No Degree _____ College: _____ City/State: _____ Yes No Other: _____ City/State: _____ Yes No Certifications/Licenses: _____ If fluent in foreign language(s), please list: _____

Skills/Work Experience (Check all that apply) Professional Level Auditor Financial Operational Tax Inventory Other _____ Cost Standard Job Order Process Direct Fixed Assets Other _____ Financial/Budget Analysis Short-term Plans Long-range Plans Sales Forecasting Variance Analysis Return on Investment Ratio Analysis Investment Analysis Cash Management Other _____ Tax (Type) Income Property Personal Payroll Excise Sales License Other _____ Tax (Jurisdiction) Federal State/Province Multi-state Local Foreign Other _____ Tax (Forms) Corporate _____ Personal _____ General Accounting Balance Sheet Statement of Operations Statement of Changes in Equity Statement of Cash Flows 10Q (Quarterly Schedules) 10K (Annual Schedules) Flash Reports Other _____ Bookkeeping Full Charge Assistant Journal Entries General Ledger Trial Balance Financial Statement Accounting Support A/P A/R Bank Rec's Credit Collection Payroll Management/Supervisor # of staff _____ Functions Supervised A/P A/R Payroll Other _____ Please list software used and level of expertise (B = Beginner; I = Intermediate; A = Advanced)

Employment History (starting with most recent or present)

Company Name: _____ City/State: _____
Division of: _____ Company Products/Service: _____
Current Position/Title: _____ Original Position/Title: _____
How long in current position? _____ Employed from: _____ to: _____
Starting Salary: _____ Per Hour Per Year Ending Salary: _____ Per Hour Per Year
Supervisor's Name and Title: _____
Reason for change: _____
Please list any special accomplishments (i.e., increasing company profit/productivity; money- or time-saving ideas)

Company Name: _____ City/State: _____
Division of: _____ Company Products/Service: _____
Current Position/Title: _____ Original Position/Title: _____
How long in current position? _____ Employed from: _____ to: _____
Starting Salary: _____ Per Hour Per Year Ending Salary: _____ Per Hour Per Year
Supervisor's Name and Title: _____
Reason for change: _____
Please list any special accomplishments (i.e., increasing company profit/productivity; money- or time-saving ideas)

References

Please list one co-worker and two supervisor references

Co-worker Name: _____ Phone No.: _____
Company: _____ Position: _____
Supervisor Name: _____ Phone No.: _____
Company: _____ Position: _____
Supervisor Name: _____ Phone No.: _____
Company: _____ Position: _____

General Information

Are there any companies you do not want us to contact? (i.e., already interviewed with, do not want to work for, etc.)

Are you bondable? Yes No Do you have the legal right to work in the United States? Yes No
Have you ever been convicted of a felony or misdemeanor? Yes No If yes, when? _____ Disposition? _____
Do you currently have felony or misdemeanor charges pending or deferred? Yes No
If yes, please list the charge(s) and expected disposition. _____
Note: A conviction will not necessarily disqualify you for hire.

Disclosure Statement

I understand that an investigative consumer report may be obtained by you in order to enable you to evaluate me as a prospective employee. This investigative report may include information concerning my character, general reputation, personal characteristics, mode of living and financial responsibility and may be obtained through personal interviews with friends, neighbors and associates.

I further understand I have the right to make a written request to you to learn the complete nature and scope of this investigative consumer report.

I hereby acknowledge that I have read this statement and hereby authorize you to obtain an investigative consumer report as described above.

Signature: _____ Date: _____

(OFFICE USE ONLY)

Realistic Expectations

Criteria For
Selecting New Company

Title

Current Benefit Package

Function

Size of Company

Industry Preference

Companies candidate would like to work for?

Commute Time/Location/Relocation

Biggest Motivator in Life

Least Acceptable Income

Candidate Strengths: _____

Areas of Needed Improvement: _____

Professional Responsibilities: Honest Decisive Immediate Feedback Who Do You Know?

Is it alright to submit resume without prior contact? Yes No

Referrals

Looking

Not Looking

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

Comments: _____

TEMPO

Outlook

Culture

- Fast-paced
- Medium
- Laid-back

- Eager
- Open to Change
- Unrealistic Criteria
- Highly Protective

- Small/Entrepreneurial
- Structured Fortune 500
- Sports/Team Contrib.
- Academic/Individual Contrib.