



Engineering/Energy/Drafting Profile

Date: _____ Temp Contract to Hire or Perm
Position: _____ Minimum Annual Salary Required: _____
Associate: _____ 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
Professional Designations/Licenses: _____
If fluent in foreign language(s), please list: _____

Positions/Titles held (Check all that apply)

- Engineering
President
Vice President
General Manager
Plant Manager
Manufacturing Manager
Electrical Manager
Production Manager
Director
Superintendent
Foreman
Quality Control Manager
Reliability Manager
Statistical Process Control
Quality Control Engineer
Test Engineer
Maintainability Engineer
Manufacturing Manager
Manufacturing Engineer
Methods Engineer
Chief Industrial Engineer
Standards Engineer
Industrial Engineer
Time Study Analyst
Process Engineer
Chief Tool Engineer
Tool & Die Maker
Tool Engineer
Maintenance Superintendent
Facilities Director
Plant Engineer
Program Manager
Metallurgists
HVAC
Foundry Management
Foundry Engineer
Contract Administration
Construction Mgmt.
Project Engineer
Design Engineer
Biomedical Engineer
Technician
Technical Writer
Technical Illustrator
Architect
Civil Engineer
Structural Engineer
Component Engineer
Packaging Engineer
Logistics Engineer
Test Equipment Engineer
Administrative Engineer
CAD Design Engineer
Program Engineer
Agricultural Engineer
Physics
Lab Tech
Chemical Engineer
Test Engineer
Energy
Operations
General Manager
Workover/Completions
Drilling/Reservoir
GIS Analyst/mapping
Geologist/Geoscience
Refinery Construction/PM
Pipeline construction/PM
Land/Lease/Contract Administrator
Drilling/Production/Operations
Drafting
Design Draftsman
CAD Draftsman
Architectural Draftsman
P.C. Design Board
P.C. Design CAD
Miscellaneous
Material Manager
Production Control Manager
Production Control
Inventory Control Manager
Inventory Control
Purchasing Manager
Purchasing
Expeditor
Scheduler
Dispatcher
Warehouse/District Manager
Shipping/Receiving Manager
Traffic Manager

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

- Fast-paced
- Medium
- Laid-back

Outlook

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

Culture

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