



Date ____/____/____ Minimum Salary _____ Desired Salary _____

Social Security # _____ E-mail _____

Last Name _____ First Name _____ Middle Initial _____ Preferred Name _____

Street Address _____ Apartment # _____ City _____ State _____ Zip Code _____

(____) _____ (____) _____ (____) _____
Home Phone _____ Office Phone _____ Extension _____ Message/Emergency _____ Who _____ Relation _____

In addition to attaching your resume, if available, please list your work experience below (Most Recent First).

| LAST JOB FIRST | COMPANY NAME AND ADDRESS (TO PROTECT CONFIDENCE-STATE ALL NAMES) | 1. TYPE OF COMPANY? 2. SIZE (Small/Med/Large)? | 1. ENDING SALARY 2. BONUS | POSITION OR DUTIES | REASON FOR LEAVING |
|----------------|------------------------------------------------------------------|---------------------------------------------------|------------------------------|--------------------|--------------------|
| FROM | | 1) | 1)\$ | | |
| TO | | 2) | 2)\$ | | |
| FROM | | 1) | 1)\$ | | |
| TO | | 2) | 2)\$ | | |
| FROM | | 1) | 1)\$ | | |
| TO | | 2) | 2)\$ | | |

EDUCATION

| Year Grad | Degree | Major | College/School | GPA | List Desired Positions | List your Strongest Technical Skills |
|-----------|--------|-------|----------------|-----|------------------------|--------------------------------------|
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Complete this section if you are looking for a permanent position.

Have you registered with AE CONCEPTS before? Yes No Approximate year? _____

Are you employed? Yes No Does your employer know you are seeking other employment? Yes No

Have you ever been convicted of a felony, convicted of a misdemeanor involving dishonesty or moral turpitude, or convicted in a military court martial? Yes Explain to interviewer No Do you require sponsorship to work in the US? Yes No

Is it legal for you to work in this country? Yes No

What locations would you consider? _____

How did you hear about us? Referral Career Builder Monster.com Internet other _____

How were you first contacted? _____ Name of Staffing Manager _____

Complete this section if you are looking for a contractual position. Your minimum hourly rate? _____

When are you available to start an assignment? _____

Are you available from **8:00 a.m. to 6:00 p.m.** every day from Monday to Friday? Yes No

Have you interviewed anywhere in the last 6 months? Yes No Where? _____

Will you work part-time hours? Yes No If yes, what days/hours? _____

Where have you worked as a contract employee before? _____

Do you want your check mailed? Yes No

Can you work at locations not accessible by public transportation? Yes No

RECENT EMPLOYMENT REFERENCES (Minimum of 3 are required)

| COMPANY | PERSON'S NAME | TITLE | PHONE |
|---------|---------------|-------|-------|
| | | | |
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CERTIFICATE OF APPLICANT (To Be Completed By All Applicants)

General: I understand that AE CONCEPTS, hereafter referred to as AE CONCEPTS, is a professional recruiting and staffing firm and will be presenting my resume to companies for potential employment. There will be no fees to the employment candidate for these services, as all fees are paid by the employer. I may deactivate my file at anytime, in order to discontinue further employment search with AE CONCEPTS. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate AE CONCEPTS, to further process my application.

Accuracy: I certify as to the accuracy of the matters set forth herein and in any resume furnished AE CONCEPTS and understand that any misstatement of fact may cause me to be refused employment or to lose my employment.

References: I hereby authorize you to make such investigations and inquiries into my employment and educational history and other related matters, as may be necessary in arriving at an employment decision. I hereby release employers, schools and other persons from all liability in responding to inquiries connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities, listed by me in this form. Furthermore, I authorize you to release any reference information you may obtain to your clients who request such information for purposes of evaluating my credentials and qualifications.

Contractual Employment (The following only applies if you are looking for contractual employment): If employed by AE CONCEPTS, I understand that I will be an employee of AE CONCEPTS, and not of any of AE CONCEPTS' clients. If employed, I further understand my employment with AE CONCEPTS is not guaranteed for any specific time and may be terminated at any time for any reason. I further understand that a contract will exist AE CONCEPTS and each client to whom I may be assigned, which will require the client to pay AE CONCEPTS a fee in the event I accept direct employment with the client. I am to notify my AE CONCEPTS supervisor immediately, should I be offered direct employment by a client (or by a referral of the client to any subsidiary or affiliated company, either for a permanent, temporary and contractual (including temporary and contractual assignments through another agency), or consulting position within six months after the last day of any assignment period.

AE CONCEPTS is not a professional architectural or engineering firm, I will not render an opinion on behalf of AE CONCEPTS on any blueprints, plans, documents, or any other AE CONCEPTS projects. I will not sign the name of AE CONCEPTS or my name, signature or seal to any blueprints, plans, documents, or any AE CONCEPTS projects for an AE CONCEPTS client. I will not handle or transport cash, negotiable, or other valuables of an AE CONCEPTS client without the written consent of AE CONCEPTS.

Date ___/___/___

Applicant Signature _____

Notes: