

# Client Worksheet

Date: \_\_\_\_\_

Last Name	First	Middle	Home Phone	\$ Salary Desired	\$ Least Acceptable
Street Address			Apt	Message Phone	
City			State	Zip	Business Phone
How long have you lived in this area?	Social Security #		Do you own a car?		
High School			Courses & Degrees		How did you hear of us? <input type="checkbox"/> Internet <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper <input type="checkbox"/> Yellow Pages <input type="checkbox"/> Referral:
College			Additional Education		Us Military Record and Dates
Will you relocate? <input type="checkbox"/> yes <input type="checkbox"/> no			List your specific skills, equipment you can run, etc.		
Will you travel? <input type="checkbox"/> yes <input type="checkbox"/> no			Personal reference (name, address and phone)		
How extensively?					
Office use only					
Are you interested in: <input type="checkbox"/> Permanent? <input type="checkbox"/> Temporary? <input type="checkbox"/> Full-time? <input type="checkbox"/> Part-time work? Will you work evenings? <input type="checkbox"/> Yes <input type="checkbox"/> No      Weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No What are your specific employment restrictions? _____					

## Employment History

--- List Most Current Position First      Please Complete Even If Resume Attached

Dates	Company Name	Type of Bus.	Position Held	Salary	Reason for Leaving
From					
To	Address		Supervisor	Comm.	
				Other	

Duties and Responsibilities

From	Company Name	Type of Bus.	Position Held	Salary	Reason for Leaving
To	Address		Supervisor	Comm.	
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