



**Instructions \***

Please complete this entire form, then return it, along with a copy of your resume (if applicable), to your recruiter. You don't need to fill-out the sections that are already contained within your resume.

\* Please don't hesitate to contact your recruiter if you need new forms, have any questions/comments or prefer they fill this out with you over the phone. Employment is not guaranteed.

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**SECTION 1 – Contact Information**

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*Please fill in the fields below.*

1. Your Name: \_\_\_\_\_
2. Your Phone Number: \_\_\_\_\_
3. Your Email: \_\_\_\_\_
4. Your Address
  - a. Street Address (optional): \_\_\_\_\_
  - b. City: \_\_\_\_\_
  - c. State: \_\_\_\_\_
  - d. Zip Code: \_\_\_\_\_
  - e. Country (if outside U.S.): \_\_\_\_\_
5. Are you a U.S. Citizen or legally authorized to work in the U.S.? \_\_\_\_\_
6. Are you a veteran? \_\_\_\_\_
7. Questions/Comments/Miscellaneous (optional):



## SECTION 2 – Resume URL(s)

*Please fill in the fields below. Alternatively, you may email a copy of your resume instead.*

1. URL(s) Where Resume Can Be Found:

2. Questions/Comments/Miscellaneous (optional):

## SECTION 3 – Work History

*Please fill in the fields below.*

### 1. CURRENT EMPLOYMENT

a. Are you currently employed: \_\_\_\_\_

*If "Yes," fill out the information below. If "No," move on to "Past Employment."*

i. **Current Position/Job Title:** \_\_\_\_\_

ii. **Current Employer:** \_\_\_\_\_

1. Current Employer Phone Number:

2. Current Employer Email Address:

3. Current Hiring Manager(s) (or Direct Supervisor) Name(s):

a. *Hiring Manager(s) (or Direct Supervisor) Phone Number(s):*

b. *Hiring Manager(s) (or Direct Supervisor) Email(s):*

4. Is it okay for us to contact your current employer: \_\_\_\_\_



# Ryse Staffing Candidate Questionnaire

317.567.2379; Ext. 2 (Office & Fax)  
800.595.3197; Ext. 2 (Toll Free)  
[rysestaffing.com](http://rysestaffing.com)

iii. **Current Employment Start/End Date(s)**

1. Start: \_\_\_\_\_

2. End: \_\_\_\_\_

iv. **Current Job Description:**

v. **Current Job Duties/Requirements:**

vi. **Employee or Contractor:** \_\_\_\_\_

## 2. PAST EMPLOYMENT

a. **—MOST RECENT—**

i. **Past Position/Job Title:** \_\_\_\_\_

ii. **Past Employer:** \_\_\_\_\_

1. Past Employer Phone Number:

2. Past Employer Email Address:

3. Past Hiring Manager(s) (or Direct Supervisor) Name(s):

a. *Hiring Manager(s) (or Direct Supervisor) Phone Number(s):*

b. *Hiring Manager(s) (or Direct Supervisor) Email(s):*



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1. Start: \_\_\_\_\_

2. End: \_\_\_\_\_

iv. **Past Job Description:**

v. **Past Job Duties/Requirements:**

vi. **Employee or Contractor:** \_\_\_\_\_

**b. —SECOND MOST RECENT—**

i. **Past Position/Job Title 2:** \_\_\_\_\_

ii. **Past Employer 2:** \_\_\_\_\_

1. Past Employer Phone Number 2:

2. Past Employer Email Address 2

3. Past Hiring Manager(s) (or Direct Supervisor) Name(s) 2:

a. *Hiring Manager(s) (or Direct Supervisor) Phone Number(s) 2:*

b. *Hiring Manager(s) (or Direct Supervisor) Email(s) 2:*



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iii. **Past Employment Start/End Date(s) 2**

1. Start: \_\_\_\_\_

2. End: \_\_\_\_\_

iv. **Past Job Description 2:**

v. **Past Job Duties/Requirements 2:**

vi. **Employee or Contractor 2:** \_\_\_\_\_

**c. –THIRD MOST RECENT–**

i. **Past Position/Job Title 3:** \_\_\_\_\_

ii. **Past Employer 3:** \_\_\_\_\_

1. **Past Employer Phone Number 3:**

2. **Past Employer Email Address 3:**

3. **Past Hiring Manager(s) (or Direct Supervisor) Name(s) 3:**

a. *Hiring Manager(s) (or Direct Supervisor) Phone Number(s) 3:*

b. *Hiring Manager(s) (or Direct Supervisor) Email(s) 3:*



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iii. **Past Employment Start/End Date(s) 3**

1. Start: \_\_\_\_\_

2. End: \_\_\_\_\_

iv. **Past Job Description 3:**

v. **Past Job Requirements 3:**

vi. **Employee or Contractor 3:** \_\_\_\_\_

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## SECTION 4 – Education/Skills/Awards

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*Please fill in the fields below.*

**1. High School Education (or GED)**

a. Diploma: \_\_\_\_\_

b. GPA (if known): \_\_\_\_\_

**2. College Education**

a. Degree: \_\_\_\_\_

b. GPA: \_\_\_\_\_

**3. Awards/Recognitions/Certifications/Special Training/Pertinent Skills**

*Please be specific.*



## SECTION 5 – Where have you been?

*So we do not duplicate your efforts, please provide the names of all the companies where you have recently interviewed and/or submitted your resume.*

1. Please indicate who you have submitted your resume to in the past 90 days.

| <u>Company</u> | <u>Position Applied For</u> | <u>Date Submitted</u> |
|----------------|-----------------------------|-----------------------|
|                |                             |                       |
|                |                             |                       |
|                |                             |                       |
|                |                             |                       |
|                |                             |                       |
|                |                             |                       |

2. Please indicate where you have interviewed in the past 90 days.

| <u>Company</u> | <u>Position Applied For</u> | <u>Date Submitted</u> |
|----------------|-----------------------------|-----------------------|
|                |                             |                       |
|                |                             |                       |
|                |                             |                       |
|                |                             |                       |

3. What other recruiting agencies are you working with?

| <u>Agency</u> | <u>Recruiter's Name</u> |
|---------------|-------------------------|
|               |                         |
|               |                         |

## SECTION 6 – Essentials

*Please fill in the fields below.*

**“Importance” Levels:**

- 1 = Not important.
- 3 = Neutral.
- 5 = Very important.

1. How important are the following to you?

- a. **Preferred Job Location** (current city, neighboring cities, current state, neighboring states, continental U.S., remote/at-home, anywhere): \_\_\_\_\_

i. How important is this to you: \_\_\_\_\_

- b. **Preferred Job Type** (part-time, full-time, contractor): \_\_\_\_\_

i. How important is this to you: \_\_\_\_\_



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c. **Preferred Work Environment** (office, remote, travel, outdoors): \_\_\_\_\_

i. How important is this to you: \_\_\_\_\_

d. **Salary**

i. Minimum annual salary you'll accept (be realistic): \_\_\_\_\_

ii. What salary do you prefer (be realistic): \_\_\_\_\_

e. **Benefits**

i. How important are retirement plans: \_\_\_\_\_

ii. How important is health insurance: \_\_\_\_\_

iii. How important is dental insurance: \_\_\_\_\_

iv. How important is vision insurance: \_\_\_\_\_

v. How important is life insurance: \_\_\_\_\_

vi. How important are paid vacations: \_\_\_\_\_

vii. How important is it that you get holidays off: \_\_\_\_\_

• How important are paid holidays: \_\_\_\_\_

viii. How important is sick leave: \_\_\_\_\_

f. **Culture**

i. Which dress code do you prefer (company uniform, formal, business informal, business casual, smart casual, relaxed): \_\_\_\_\_

• How important is this to you: \_\_\_\_\_

ii. Do you prefer to work alone, with a group of people, or a mixture of the two:

\_\_\_\_\_

• How important is this to you: \_\_\_\_\_

## **2. Between Job Location, Job Type, Work Environment, Salary, Benefits and Culture:**

a. What is the most important: \_\_\_\_\_





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b. What is the second most important: \_\_\_\_\_

c. What is the third most important: \_\_\_\_\_

d. What is the least important: \_\_\_\_\_

### 3. References and Referrals

*Please provide as many references and referrals as you can.*

#### a. Manager/Supervisor References (excluding those in section 3):

| Name | Company | Job Title/Position | Telephone Number | Email Address |
|------|---------|--------------------|------------------|---------------|
|      |         |                    |                  |               |
|      |         |                    |                  |               |
|      |         |                    |                  |               |
|      |         |                    |                  |               |

#### b. Peer References:

| Name | Company | Job Title/Position | Telephone Number | Email Address |
|------|---------|--------------------|------------------|---------------|
|      |         |                    |                  |               |
|      |         |                    |                  |               |
|      |         |                    |                  |               |
|      |         |                    |                  |               |
|      |         |                    |                  |               |
|      |         |                    |                  |               |

#### c. Peers Who Are Seeking Employment:

| Name | Telephone Number | Email Address |
|------|------------------|---------------|
|      |                  |               |
|      |                  |               |
|      |                  |               |
|      |                  |               |
|      |                  |               |
|      |                  |               |
|      |                  |               |

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