



# Harper Associates

31000 Northwestern Highway, Suite 240 • Farmington Hills, MI 48334

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Executive Employment Record

Confidential

LAST			FIRST			MIDDLE			SOCIAL SECURITY NUMBER			DATE		
NAME									OWN		HOME PHONE			
STREET ADDRESS									RENT		BUS. PHONE			
									OTHER		CELL PHONE			
CITY, STATE, ZIP									YEARS AT THIS ADDRESS		E-MAIL			
POSITION DESIRED						SALARY DESIRED			U.S. CITIZEN Yes No		RELOCATE? Yes No		CAN TRAVEL? Yes No	
WHEN WILL YOU BE AVAILABLE?				PREFERRED GEOGRAPHIC AREAS										
SCHOOL NAME AND LOCATION				1. FROM		2. TO		3. DEGREE		MAJOR				

### EMPLOYMENT, BEGINNING WITH YOUR MOST CURRENT POSITION

Mo. Yr.		Mo. Yr.		POSITION / TITLE	SALARY	
FROM	TO	STARTING	PRESENT			
EMPLOYER NAME				TYPE OF BUSINESS		
ADDRESS				NAME OF SUPERVISOR		
DESCRIBE DUTIES BRIEFLY				PHONE (INCLUDE AREA CODE)		
				MAY WE CONTACT? YES NO		
HOW MANY PEOPLE DID YOU SUPERVISE?		REASON FOR DESIRING A MOVE				

Mo. Yr.		Mo. Yr.		POSITION / TITLE	SALARY	
FROM	TO	STARTING	PRESENT			
EMPLOYER NAME				TYPE OF BUSINESS		
ADDRESS				NAME OF SUPERVISOR		
DESCRIBE DUTIES BRIEFLY				PHONE (INCLUDE AREA CODE)		
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ADDRESS					NAME OF SUPERVISOR	
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PERSON WHO WILL ALWAYS KNOW HOW TO REACH YOU	NAME	PHONE (INCLUDING AREA CODE)	RELATIONSHIP
HOW DID YOU HEAR ABOUT US? REFERRED BY		ADVERTISEMENT IN	OTHER

Harper Associates – Detroit, Inc. is an employment agency which provides services only on an employer paid fee basis. As our clients ask us to check references on you, we are required to have you sign this form, indicating that you are aware of your rights under the law.

I understand that an Investigative Report which may include information concerning my character, general reputation, personal characteristics, mode of living, and financial responsibility may be obtained for prospective employers for evaluation and that I have the right to make a request to Harper Associates – Detroit, Inc. to learn the complete nature and scope of this Investigative Report.

Have you ever been convicted of a felony?

No Yes Describe \_\_\_\_\_

Applicant Signature \_\_\_\_\_