

# Harper Associates

31000 Northwestern Highway, Suite 240 • Farmington Hills, MI 48334  
Phone: (248) 932-1170 • Fax: (248) 932-1214 • [www.harperjobs.com](http://www.harperjobs.com)

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Dear Candidate,

**Please do NOT complete this application unless you are asked to do so by a Harper Recruiter. We would prefer that you send one copy of your resume to our office, via email (in a Word format attachment, see contact us page for a directory of email addresses) or by fax (248-932-1214).**

In some cases, we require additional information and you may be asked to complete an application form. The application asks for more details of your job experiences, including salary and preferred locations. If asked to complete it, please fax completed application card back to (248) 932-1214 and include the name of the Recruiter who requested it. Thank you.

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Executive Employment Record

Confidential

LAST			FIRST			MIDDLE			SOCIAL SEC. NO.		DATE		
NAME									<input type="checkbox"/> OWN		HOME PHONE ( )		
STREET ADDRESS									<input type="checkbox"/> RENT		BUS. PHONE ( )		
									<input type="checkbox"/> OTHER		CELL PHONE ( )		
CITY, STATE, ZIP									YEARS AT THIS ADDRESS		PAGER ( )		
											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 1. 2. 3.							
SCHOOL NAME AND LOCATION						FROM		TO		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 <input type="checkbox"/> NO <input type="checkbox"/>	
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) ( )	
						MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>	
HOW MANY PEOPLE DID YOU SUPERVISE?				REASON FOR DESIRING A MOVE			

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

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

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EMPLOYER NAME			TYPE OF BUSINESS	
ADDRESS			NAME OF SUPERVISOR	
DESCRIBE DUTIES BRIEFLY			PHONE (INCLUDE AREA CODE) (    )	
			MAY WE CONTACT?   YES <input type="checkbox"/> NO <input type="checkbox"/>	
HOW MANY PEOPLE DID YOU SUPERVISE?		REASON FOR DESIRING A MOVE		

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 \_\_\_\_\_