



11700 Bowman Green Drive
Reston, VA 20190-3501

Name: _____

Date: _____

Position desired: _____

applicant profile

Editech Staffing is an equal opportunity employer. It is the company's policy to make all employment decisions without regard to age, race, creed, color, religion, national origin, sex, disability, veteran status, marital status, or any other protected status in accordance with applicable federal, state, or local laws.

1. _____

Last Name	First Name	Middle Initial	Nickname
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Address	Street	Apt. No.	City	State	Zip
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Phone Numbers — Indicate Day, Evening, Fax, E-mail Addresses

Best times to contact you at home are weekdays ____:____ AM/PM weekends ____:____ AM/PM

2. How did you hear about Editech?

Referred by (person's name): _____

Advertisement (name of source): _____

Other: _____

3. If you are under 18 years of age, can you provide required proof of your eligibility to work? ____ Yes ____ No

4. Have you ever filed an application with us before?

____ Yes ____ No If Yes, give date: _____

5. Have you ever been employed with us before?

____ Yes ____ No If Yes, give date: _____

6. Are you currently employed?

____ Yes ____ No ____ Full-time ____ Part-time

7. May we contact your present employer?

____ Yes ____ No

8. Date available for work: ____/____/____

9. Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?

____ Yes ____ No Note: *Proof of citizenship or immigration status will be required upon employment.*

10. Do you have a reliable means of transportation to travel to and from work that will allow you to consistently arrive at work on time? ____ Yes ____ No

11. Have you ever pled guilty or "no contest" to a crime or been convicted of a crime? ____ Yes ____ No

If yes, please give date and details below:

*An affirmative answer to the above will **not** automatically disqualify you from consideration for the position for which you are applying.*

12. How many days of work have you missed in the last THREE years due to reasons other than paid holidays and vacation?

Year: _____ No. of Days: _____

Year: _____ No. of Days: _____

Year: _____ No. of Days: _____

13. Are you capable of satisfactorily performing the essential job duties of the position for which you are applying?

____ Yes ____ No

14. When are you available for work? (Check all that apply.)

____ Days ____ Evenings ____ Weekends

15. Where are you willing to work?

____ On site ____ At home ____ Both

16. How many hours per week are you interested in working for Editech? _____

17. For which type(s) of positions would you like to be considered?

(Check all that apply.)

____ Temporary ____ Temp-to-hire ____ Permanent

18. Have you ever held a security clearance?

____ No ____ Yes (Level: ____C ____S ____TS ____SCI)

If still active, when does it expire? _____

19. What are your strengths and preferences in terms of type of work, location, etc.? _____

20. How much experience do you have as a temporary employee? _____

21. What is your typing speed? _____wpm

22. With which editing styles are you familiar? ____ GPO ____ Chicago ____ AMA ____ AP ____ APA

Others: _____

23. In what industries/subject areas do you have experience? _____

24. Do you know how to use standard proofreading marks?

____ Yes ____ No

25. **Job Category:** At the left of the job categories, rank your level of expertise on a scale of 1 to 10 (10 being highly skilled). To the right, indicate the hourly rate you would like to receive for that activity:

Rank (1-10)	Job Category	Desired Hourly Rate (Range)		
	Proposal management	\$	to	/hr
	Proposal coordination	\$	to	/hr
	Proposal writing	\$	to	/hr
	Documentation writing	\$	to	/hr
	Other technical writing	\$	to	/hr
	Copywriting (nontechnical)	\$	to	/hr
	Technical editing	\$	to	/hr
	Nontechnical editing	\$	to	/hr
	Proofreading	\$	to	/hr
	Graphic design	\$	to	/hr
	Illustration	\$	to	/hr
	Desktop publishing	\$	to	/hr
	Web-page design	\$	to	/hr
	Multimedia design	\$	to	/hr
	Transcription	\$	to	/hr
	Word processing	\$	to	/hr

26. Education

High School: _____
Name of School _____ City _____ State _____
Course of Study _____ Years Completed _____ Diploma/Degree _____

Undergraduate School: _____
Name of School _____ City _____ State _____
Course of Study _____ Years Completed _____ Diploma/Degree _____

Graduate/Professional: _____
Name of School _____ City _____ State _____
Course of Study _____ Years Completed _____ Diploma/Degree _____

Other (Specify): _____
Name of School _____ City _____ State _____
Course of Study _____ Years Completed _____ Diploma/Degree _____

27. Emergency Contact Person: _____
Full Name _____ Relationship _____ Telephone Number _____

Emergency Contact Person: _____
Full Name _____ Relationship _____ Telephone Number _____

Medical Information (Allergies, Medication, etc.): _____

28. Work Experience

Please list the names of your previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time, including military service and any period of unemployment. If self-employed, give firm name and supply business references. **Continue the list on page four.**

Employer: _____ May we contact: ___ Yes ___ No

Address _____ Telephone Number(s) _____

Job Title _____ Dates Employed From/To _____

Work Performed _____

Supervisor _____ Ending Hourly Rate/Salary _____ Reason for Leaving _____

Employer: _____ May we contact: ___ Yes ___ No

Address _____ Telephone Number(s) _____

Job Title _____ Dates Employed From/To _____

Work Performed _____

Supervisor _____ Ending Hourly Rate/Salary _____ Reason for Leaving _____

Work Experience, continued

Employer: _____ May we contact: ___ Yes ___ No

Address _____ Telephone Number(s) _____

Job Title _____ Dates Employed From/To _____

Work Performed _____

Supervisor _____ Ending Hourly Rate/Salary _____ Reason for Leaving _____

Employer: _____ May we contact: ___ Yes ___ No

Address _____ Telephone Number(s) _____

Job Title _____ Dates Employed From/To _____

Work Performed _____

Supervisor _____ Ending Hourly Rate/Salary _____ Reason for Leaving _____

29. Have you ever been terminated or asked to resign from any job? ___ Yes ___ No

30. Please explain fully any gaps in your employment history: _____

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision and release those supplying such information from any liability therefor.

I certify that all of the information that I provided is true and accurate. In the event of employment, I understand that if any such information is later found to be false or misleading in any respect, I may be dismissed.

I understand that Editech reserves the right to edit and reformat my resume for submission to clients in soliciting temporary or permanent work assignments.

Signature

Date

