

**CANDIDATE HISTORY**

**Date:** \_\_\_\_\_ **Next Steps:** \_\_\_\_\_

**Name:** .....

**Location:** .....

**Phone:** .....

**Email:** .....

**Best way/time to contact:** .....

**Position Desired:** .....

**Current & Desired Salary:** .....

**Current Employer/Title:** \_\_\_\_\_ **Since** \_\_\_\_\_

Responsibilities (number/types of procedures; direct reports; budget; other duties): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Previous work history:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Education/Degrees/Certifications:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Motivation for change:** \_\_\_\_\_

\_\_\_\_\_

**Relo:** \_\_\_\_\_ **Schedule:** \_\_\_\_\_

**Travel:** \_\_\_\_\_ **Commute:** \_\_\_\_\_

**Position desired:** \_\_\_\_\_ **Demeanor:** \_\_\_\_\_

**Start date:** \_\_\_\_\_ **Family:** \_\_\_\_\_

**Other applications/interviews:** \_\_\_\_\_

**Other recruiters?:** \_\_\_\_\_

**Characteristics or achievements that make you stand out to an employer:** \_\_\_\_\_

\_\_\_\_\_