

ADEPT RESOURCES

Experts in Accounting and Financial Staffing

Thank you for your interest in using Adept Resources, Inc. to further your career search.

Adept Resources, Inc. specializes exclusively in the search and placement of Accounting and Finance positions as well as support staff for some of Southern California's finest employers. Adept Resources, Inc.:

- Has over 20 years of combined Staffing Industry experience
- Has placed over 1000 candidates throughout Southern California

As you know, we ask all of our candidates to take a few minutes of their time to complete the following two documents, including the Pre-Screening Questionnaire and the Reference Release Form; doing so ensures that we both have similar expectations.

Please make sure to answer the Pre-Screening Questionnaire completely and thoroughly, as your answers will be referred to often and regularly as we work together. Please e-mail your completed form to us, along with your resume (if you haven't already done so). Also, please complete the Reference Release Form and fax it to us at (818) 783-2699 or bring it with you when you come in for your interview.

We will look to see your completed Pre-Screening Questionnaire returned within the next 48 hours. Of course, if you have any questions or concerns, please feel free to call or email us.

Sincerely,

Adept Resources, Inc.



Candidate Pre-Screening Questionnaire

1. What is motivating your decision to leave your current job?

2. Describe your search activity over the past 3 to 6 months. Are you selectively searching or actively looking at this moment? Please include some information about the types of positions you are currently seeking as well as the companies you have current interviews/offers with. Do you have the appropriate citizenship or visa to work in the US without restriction or time limit?

3. Describe, in detail, what you would be doing in your ideal next position.

4. Where in the Los Angeles area are you willing to work? How far are you willing to travel to and from work? Are you willing to relocate? If yes, to what area?

5. What is your total compensation package? (Include base, bonus, incentives, stock, etc.) Will you be able to provide last year's W-2 or a current payroll stub to confirm this information? What type of package do you expect in your next move?

6. What are your thoughts concerning your susceptibility to a counter offer from your current employer? Have you ever been given a counter offer? If so, did you accept it or turn it down? Why?

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Reference Release Form

All our clients require business, peer, and secondary references from prospective candidates. Signing the disclosure statement below allows us to check your references, which will only be done when we deem it necessary to further the placement process or to verify information you have given us. *Reference and salary information is always kept in the strictest professional confidence.*

Disclosure Statement

I understand that Adept Resources, Inc. may conduct a reference check. This reference may include information regarding character, work record, general knowledge and capabilities, and reputation. The references contacted do not necessarily need to be listed below. I hereby acknowledge that I have read and understand this statement, and hereby authorize Adept Resources, Inc. to obtain a reference check as described above.

Name(please print) _____
Address _____
City, State, Zip _____
Work Phone () ____ - ____ ext ____ Evening () ____ - ____ Mobile () ____ - ____
Emergency Contact (name and Phone) _____
Personal e-mail _____ Business e-mail _____

Signature _____ Date _____

Business References

Name	Title	Company	Phone
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Peer References

Name	Title	Company	Phone
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Secondary References

Name	Title	Company	Phone
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____