



Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Position Applied for: _____

Are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

How did you hear about this job opening? _____

Education

High School: _____ Address: _____

Did you graduate? YES NO If no, Highest grade completed? _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

For each pair of statements below, distribute three points between the two alternatives (A and B), depending on how characteristic of you the statement is. Although some pairs of statements may seem equally true for you, assign more points to the alternative that is more representative of your behavior most of the time.

Examples:

- If A is very characteristic of you, and B is very uncharacteristic, write “3” next to A and “0” next to B.
- If A is more characteristic of you than B, write “2” next to A and “1” next to B.
- If B is very characteristic of you, and A is very uncharacteristic, write “3” next to B and “0” next to A.
- If B is more characteristic of you than A, write “2” next B and “1” next to A.

After you have marked answers to all eighteen pairs of statements, transfer your ratings to the blanks on the last page. Please base your answers on how you actually behave, not on how you think you should behave. (Remember: the numbers you assign to each pair must add up to 3.)

1A_____ I’m usually open to getting to know people personally and establishing relationships with them.

1B_____ I’m not usually open to getting to know people personally and establishing relationships with them.

2A_____ I usually react slowly and deliberately.

2B_____ I usually react quickly and spontaneously.

3A_____ I’m usually guarded about other people’s use of my time.

3B_____ I’m usually open to other people’s use of my time.

4A_____ I usually introduce myself at social gatherings.

4B_____ I usually wait for others to introduce themselves to me in social gatherings.

5A_____ I usually focus my conversations on the interests of the people involved, even if that means straying from the business or subject on hand.

5B_____ I usually focus my conversations on the tasks, issues, business, or subject at hand.

6A_____ I’m usually not assertive, and I can be patient with a slow pace.

6B_____ I’m usually assertive, and at times I can be impatient with a slow pace.

7A_____ I usually make decisions based on facts or evidence.

7B_____ I usually make decisions based on feelings, experiences, or relationships.

8A_____ I usually contribute frequently to group conversations.

8B_____ I usually contribute infrequently to group conversations.

9A_____ I usually prefer to work with and through others, providing support when possible.

9B_____ I usually prefer to work independently or dictate the conditions in terms of how others are involved.

10A_____ I usually ask questions or speak tentatively and indirectly.

10B_____ I usually make emphatic statements or directly express opinions.

11A_____ I usually focus primarily on ideas, concepts, or results.

11B_____ I usually focus primarily on persons, interactions, and feelings.

12A_____ I usually use gestures, facial expression, and voice intonation to emphasize points.

12B_____ I usually do not use gestures, facial expression, and voice intonation to emphasize points.

13A_____ I usually accept others' points of view (ideas, feelings, and concerns).

13B_____ I usually don't accept others' points of view (ideas, feelings, and concerns).

14A_____ I usually respond to risk and change in a cautious or predictable manner.

14B_____ I usually respond to risk and change in a dynamic or unpredictable manner.

15A_____ I usually prefer to keep personal feelings and thoughts private, sharing only when I wish to do so.

15B_____ I usually find it natural and easy to share and discuss my feelings with others.

16A_____ I usually seek out new or different experiences and situations.

16B_____ I usually choose known or similar situations and relationships.

17A_____ I'm usually responsive to others' agendas, interests and concerns.

17B_____ I'm usually directed toward my own agendas, interests and concerns.

18A_____ I usually respond to conflict slowly and indirectly.

18B_____ I usually respond to conflict quickly and directly.

Please transfer your scores to the following table
(Note: Sometimes the "A" response appears first; other times, the "B" response is first.)

O	G	D	I
1 A	1B	2B	2A
3 B	3A	4A	4B
5 A	5B	6B	6A
7 B	7A	8A	8B
9 A	9B	10B	10A
11B	11A	12A	12B
13A	13B	14B	14A
15B	15A	16A	16B
17A	17B	18B	18A
TOTAL:	TOTAL:	TOTAL:	TOTAL:

Now, compare the O and G scores. Which is higher? Write the higher score in the blank below and circle the corresponding letter:

_____ O or G

Then compare the D and I scores. Which is higher? Write the higher score in the blank below and circle corresponding letter:

_____ D or I