

Name (Last/First) _____

Applicant ID # _____

Status: A T TH TO

Function
<input type="checkbox"/> Accounts Payable (A/P)
<input type="checkbox"/> Accounts Receivable (A/R)
<input type="checkbox"/> Accounting Manager (ACM)
<input type="checkbox"/> Mergers & Acquisitions (ACQ)
<input type="checkbox"/> Admin Assistant (ADM)
<input type="checkbox"/> Attorney (ATN)
<input type="checkbox"/> External Audits (AUD)
<input type="checkbox"/> Bank Reconciliations (B/R)
<input type="checkbox"/> Benefits Admin (BEN)
<input type="checkbox"/> Billing (BIL)
<input type="checkbox"/> Budgeting (BUD)
<input type="checkbox"/> Contract Admin (C/A)
<input type="checkbox"/> Customer Service (C/S)
<input type="checkbox"/> Cash Management (CAM)
<input type="checkbox"/> Clerk (CLK)
<input type="checkbox"/> Consulting (CON)
<input type="checkbox"/> Cost Accounting (COS)
<input type="checkbox"/> Computer Conversions (COV)
<input type="checkbox"/> Credit/Collections (CRT)
<input type="checkbox"/> Controller (CTR)
<input type="checkbox"/> Certified Payroll (DAV)
<input type="checkbox"/> Dictaphone (DCT)
<input type="checkbox"/> Data Entry Operator (DEO)
<input type="checkbox"/> Event Coordinating (ECD)
<input type="checkbox"/> Employee Relations (EER)
<input type="checkbox"/> Estimating (EST)
<input type="checkbox"/> Financial Analysis (F/A)
<input type="checkbox"/> Foreign Language (F/L)

Function
<input type="checkbox"/> Full Charge Accountant (FCA)
<input type="checkbox"/> Full Charge Bookkeeper (FCB)
<input type="checkbox"/> Facility Management (FCM)
<input type="checkbox"/> Fund Accounting (FDA)
<input type="checkbox"/> Financial Statements (FIN)
<input type="checkbox"/> Fixed Assets (FIX)
<input type="checkbox"/> General Ledger (G/L)
<input type="checkbox"/> Gov't Contracts (GCA)
<input type="checkbox"/> General Management (GMT)
<input type="checkbox"/> General Counsel (GNC)
<input type="checkbox"/> Grants (GNT)
<input type="checkbox"/> Human Resource Exp. (H/R)
<input type="checkbox"/> HR Assistant (HRA)
<input type="checkbox"/> HR Generalist (HRG)
<input type="checkbox"/> HRIS (HRS)
<input type="checkbox"/> Internal Audit (I/A)
<input type="checkbox"/> Internal Controls (INC)
<input type="checkbox"/> International (INT)
<input type="checkbox"/> Inventory (INV)
<input type="checkbox"/> Investments (IVM)
<input type="checkbox"/> Law Clerk (LCR)
<input type="checkbox"/> Legal Secretary (LGL)
<input type="checkbox"/> Loan Processing (LNP)
<input type="checkbox"/> Logistics (LOG)
<input type="checkbox"/> Medical Billing (MBL)
<input type="checkbox"/> Medical Coding & Ins. (MED)
<input type="checkbox"/> Marketing Assistant (MKA)
<input type="checkbox"/> Marketing Research (MKR)
<input type="checkbox"/> Marketing (MKT)

Function
<input type="checkbox"/> Network/Systems Admin (NET)
<input type="checkbox"/> Office Manager (OMG)
<input type="checkbox"/> Payroll (P/R)
<input type="checkbox"/> Public Relations (PBR)
<input type="checkbox"/> Project Management (PJM)
<input type="checkbox"/> Paralegal (PLG)
<input type="checkbox"/> Project Mgmt Assistant (PMA)
<input type="checkbox"/> Property Management (PRM)
<input type="checkbox"/> Purchasing (PUR)
<input type="checkbox"/> Recruiting/Staffing (RCT)
<input type="checkbox"/> Receptionist (REC)
<input type="checkbox"/> Medical Reimbursement (RMB)
<input type="checkbox"/> Sales (SAL)
<input type="checkbox"/> Secretary (SCY)
<input type="checkbox"/> SEC Reporting (SEC)
<input type="checkbox"/> Shorthand (SHT)
<input type="checkbox"/> Sarbanes Oxley (SOX)
<input type="checkbox"/> Six Sigma (SSG)
<input type="checkbox"/> Staff Accountant (STF)
<input type="checkbox"/> Strategic Planning (STG)
<input type="checkbox"/> Supervisory Exp. (SUP)
<input type="checkbox"/> Sales/Use Tax (SUT)
<input type="checkbox"/> Switchboard (SWB)
<input type="checkbox"/> Tax Preparation (TAX)
<input type="checkbox"/> Telemarketing (TEL)
<input type="checkbox"/> Technical Writer (TEW)
<input type="checkbox"/> Training Development (TRD)
<input type="checkbox"/> Trial Balance (TRI)
<input type="checkbox"/> Typist (TST)

Legal Practice Areas (for legal candidates only)

Function
<input type="checkbox"/> Admiralty (ADL)
<input type="checkbox"/> Adminstrative (AMS)
<input type="checkbox"/> Asbestos (ASB)
<input type="checkbox"/> Antitrust (ATT)
<input type="checkbox"/> Banking & Finance (BFN)
<input type="checkbox"/> Bankruptcy (BRP)
<input type="checkbox"/> Business (BUS)
<input type="checkbox"/> Collections (CLL)
<input type="checkbox"/> Commercial Litigation (CML)
<input type="checkbox"/> Construction Law (CSL)
<input type="checkbox"/> Civil Litigation (CVL)
<input type="checkbox"/> Criminal (CRM)
<input type="checkbox"/> Corporate (CRP)
<input type="checkbox"/> Eminent Domain (EMD)
<input type="checkbox"/> Energy (ERG)

Function
<input type="checkbox"/> Environmental/Toxic Torts (ETT)
<input type="checkbox"/> Family Law (FML)
<input type="checkbox"/> Foreclosure (FOR)
<input type="checkbox"/> Government Contracts (GTC)
<input type="checkbox"/> Health Care (HCR)
<input type="checkbox"/> In-house General Counsel (IGC)
<input type="checkbox"/> Immigration (IMG)
<input type="checkbox"/> International (ITL)
<input type="checkbox"/> Intellectual Property (ITP)
<input type="checkbox"/> Labor & Employment (L/E)
<input type="checkbox"/> Landlord/Tenant (L/T)
<input type="checkbox"/> Zoning/Land Use (LNU)
<input type="checkbox"/> Loan Processing (LPC)
<input type="checkbox"/> Media & Entertainment (M/E)
<input type="checkbox"/> Mergers & Acquisitions (MGC)

Function
<input type="checkbox"/> Medical Malpractice (MMP)
<input type="checkbox"/> Maritime (MRT)
<input type="checkbox"/> Products Liability (PDL)
<input type="checkbox"/> Personal Injury (PRI)
<input type="checkbox"/> Real Estate (RLE)
<input type="checkbox"/> Railroad/FELA (RRF)
<input type="checkbox"/> Securities (SCR)
<input type="checkbox"/> Social Security Disability (SSD)
<input type="checkbox"/> Trusts & Estates Planning (T/E)
<input type="checkbox"/> Telecommunications & Tech (T/T)
<input type="checkbox"/> Traffic (TRF)
<input type="checkbox"/> Transportation (TRP)
<input type="checkbox"/> Taxation (TXN)
<input type="checkbox"/> Workers' Compensation (WRC)

Industry Experience

Function
<input type="checkbox"/> Advertising/Mrkr/PR (ADV)
<input type="checkbox"/> Agriculture (AGR)
<input type="checkbox"/> Architect/Engineering (ARC)
<input type="checkbox"/> Automobile Dealers (AUT)
<input type="checkbox"/> Big 4 Experience (BIG)
<input type="checkbox"/> Credit/Collections (C/C)
<input type="checkbox"/> Call Center (CAL)
<input type="checkbox"/> Communications (COM)
<input type="checkbox"/> Construction/Gen. Contracting (CON)
<input type="checkbox"/> Distrib/Wholesale (DST)
<input type="checkbox"/> Education (EDU)
<input type="checkbox"/> Environmental (ENV)
<input type="checkbox"/> Import/Export (EXP)
<input type="checkbox"/> Franchise (FCH)

Function
<input type="checkbox"/> Banking/Finance (FIN)
<input type="checkbox"/> Food Service/Restr. (FOD)
<input type="checkbox"/> Government Contractor (GCT)
<input type="checkbox"/> Gov't-Fed, State, Local (GOV)
<input type="checkbox"/> Health Care/Med Practice (H/C)
<input type="checkbox"/> Hospitality (HPY)
<input type="checkbox"/> Insurance (INS)
<input type="checkbox"/> Information Technology (HTH)
<input type="checkbox"/> Law Firm (LEG)
<input type="checkbox"/> Logistics/Supply Chain (LOG)
<input type="checkbox"/> Manufacturing (MFG)
<input type="checkbox"/> Military (MIL)
<input type="checkbox"/> Mortgage/Lending (MRG)
<input type="checkbox"/> Newspaper/Publish. (NEW)

Function
<input type="checkbox"/> Non-Profit (NPT)
<input type="checkbox"/> Public Accounting (PUB)
<input type="checkbox"/> R.E/Prop Mgmt/Lease (R/E)
<input type="checkbox"/> Commercial <input type="checkbox"/> Residential
<input type="checkbox"/> Retail (RTL)
<input type="checkbox"/> Business Consulting (SER)
<input type="checkbox"/> Staffing Industry (SFF)
<input type="checkbox"/> Shipping/Terminals (SHP)
<input type="checkbox"/> Sub-Contractor (SUB) Construction Building Trades
<input type="checkbox"/> Telemarketing (TLM)
<input type="checkbox"/> Transportation (TRN)
<input type="checkbox"/> Travel (TVL)
<input type="checkbox"/> Utilities (UTI)

Software/Systems Experience

Function
<input type="checkbox"/> Amicus (ABL)
<input type="checkbox"/> Abacus Law (ABS)
<input type="checkbox"/> Adobe Creative Suite (ACR)
<input type="checkbox"/> Access (ACS)
<input type="checkbox"/> 2003 <input type="checkbox"/> 2007
<input type="checkbox"/> Accpac (ACP)
<input type="checkbox"/> Adobe (ADO)
<input type="checkbox"/> Automatic Data Proc. (ADP)
<input type="checkbox"/> AS/400 (AS4)
<input type="checkbox"/> Best Case (BSC)
<input type="checkbox"/> Concordance (CCD)
<input type="checkbox"/> Ceridian (CER)
<input type="checkbox"/> Constant Contact (CSC)
<input type="checkbox"/> Crystal Reports (CRY)
<input type="checkbox"/> Cyma (CYM)
<input type="checkbox"/> Deltek GCS Premier (DGP)
<input type="checkbox"/> Dreamweaver (DRM)
<input type="checkbox"/> Deltek/Costpoint (DTK)
<input type="checkbox"/> Excel (EXC)
<input type="checkbox"/> 2003 <input type="checkbox"/> 2007
<input type="checkbox"/> FrontPage (F/P)
<input type="checkbox"/> Great Plains (GPA)
<input type="checkbox"/> Geronimo (GRN)
<input type="checkbox"/> Groupwise (GRW)
<input type="checkbox"/> HotDocs (HTD)

Function
<input type="checkbox"/> Illustrator (ILL)
<input type="checkbox"/> iManage (IMN)
<input type="checkbox"/> InDesign (IND)
<input type="checkbox"/> JD Edwards (JDE)
<input type="checkbox"/> Juris (JRS)
<input type="checkbox"/> JST (JST)
<input type="checkbox"/> Kronos (KRO)
<input type="checkbox"/> Lexis/Nexis (LEX)
<input type="checkbox"/> Legal Files (LFL)
<input type="checkbox"/> Macintosh (MAC)
<input type="checkbox"/> MAS 90/200/500 (MAS)
<input type="checkbox"/> Master Builder (MSB)
<input type="checkbox"/> Microsoft Project (MPJ)
<input type="checkbox"/> 2003 <input type="checkbox"/> 2007
<input type="checkbox"/> Property Management (MRI)
<input type="checkbox"/> Microsoft Word (MSW)
<input type="checkbox"/> 2003 <input type="checkbox"/> 2007
<input type="checkbox"/> MS Navision (NAV)
<input type="checkbox"/> Needles (NED)
<input type="checkbox"/> Oracle (ORC)
<input type="checkbox"/> Outlook (OUT)
<input type="checkbox"/> 2003 <input type="checkbox"/> 2007
<input type="checkbox"/> Publisher-MS (PBL)
<input type="checkbox"/> 2003 <input type="checkbox"/> 2007

Function
<input type="checkbox"/> Peachtree (PCT)
<input type="checkbox"/> PeopleSoft (PEO)
<input type="checkbox"/> Pagemaker (PGM)
<input type="checkbox"/> Photoshop (PHS)
<input type="checkbox"/> Perfect Practice (PPC)
<input type="checkbox"/> PowerPoint (PWR)
<input type="checkbox"/> 2003 <input type="checkbox"/> 2007
<input type="checkbox"/> QuickBooks (QKB)
<input type="checkbox"/> Quattro Pro (QTR)
<input type="checkbox"/> ReportSmith (REP)
<input type="checkbox"/> SAP Systems (SAP)
<input type="checkbox"/> Summation Blaze (SBE)
<input type="checkbox"/> Solomon/MS Dynamics (SOL)
<input type="checkbox"/> SoftPro (SPR)
<input type="checkbox"/> TABS (TAB)
<input type="checkbox"/> Timberline (TIM)
<input type="checkbox"/> TimeSlips (TMS)
<input type="checkbox"/> Time Matters (TMT)
<input type="checkbox"/> Westlaw (WES)
<input type="checkbox"/> Windows (WIN)
Circle: XP / Vista / 7
<input type="checkbox"/> Word Perfect (WPW)
<input type="checkbox"/> Yardi (YAR)
<input type="checkbox"/> Industry-Specific (ZZZ)
<input type="checkbox"/>

DoD Clearances:
<input type="checkbox"/> Confidential (AC or IC)
<input type="checkbox"/> Secret (AS or IS)
<input type="checkbox"/> Top Secret (AT or IT)

DoD Clearances (Cont'd):
<input type="checkbox"/> Top Secret SCI/SSBI/Poly (AT or IT)
<input type="checkbox"/> Active
<input type="checkbox"/> Inactive Date _____

FOR DRA USE ONLY
<input type="checkbox"/> DRA Candidate (DRA)
<input type="checkbox"/> Entry level (ENT)
<input type="checkbox"/> Part-time (P/T)
<input type="checkbox"/> Weekend/Evening (WKD)

Source: How did you hear about us?

<input type="checkbox"/> Internet (WEB) <input type="checkbox"/> Careerbuilder - DL or JP <input type="checkbox"/> DRA Website <input type="checkbox"/> Craigslist - DL or JP <input type="checkbox"/> yellowpages.com <input type="checkbox"/> LinkedIn.com <input type="checkbox"/> Facebook.com <input type="checkbox"/> Job Board _____ <input type="checkbox"/> Google <input type="checkbox"/> Search Engine _____ <input type="checkbox"/> Other _____
<input type="checkbox"/> Print Advertising (ADV) <input type="checkbox"/> Yellow Pages Phonebook <input type="checkbox"/> Other _____
<input type="checkbox"/> Don Richard Employee (DRA) Name _____

<input type="checkbox"/> Open House (O/H) Date _____
<input type="checkbox"/> Network Affiliate AAFA (N/W)
<input type="checkbox"/> Reactivated (REA) Details _____
<input type="checkbox"/> Job Fair (J/F) Date _____
<input type="checkbox"/> Applicant Referral (APP) Name _____
<input type="checkbox"/> Client Referral (CLR) Name _____
<input type="checkbox"/> Professional Org (PRO) <input type="checkbox"/> SHRM <input type="checkbox"/> TCVSCPA <input type="checkbox"/> Chamber of Commerce

<input type="checkbox"/> Professional Org Cont'd (PRO) <input type="checkbox"/> HRFEF <input type="checkbox"/> VBLSA/TPA/ALA <input type="checkbox"/> Other _____
<input type="checkbox"/> Colleges & Associations (JOF) <input type="checkbox"/> Bryant & Stratton <input type="checkbox"/> ECPI <input type="checkbox"/> Strayer <input type="checkbox"/> ODU <input type="checkbox"/> NSU <input type="checkbox"/> Virginia Wesleyan <input type="checkbox"/> Fleet & Family <input type="checkbox"/> Other _____
<input type="checkbox"/> Other (OTH) _____

Comments-Internal:	Job Search:

TAP Write-up:	Title:

Additional Notes: