

CANDIDATE APPLICATION

Name: _____

Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-Mail: _____

Position Desired:

1. _____

2. _____

Available For: Temp/Part Time/Freelance/Permanent (circle)

City or Suburbs? If suburbs: North/West/South (circle)

Date Available: _____ Salary Desired: _____

Are you currently employed? _____

Hourly Rate: _____ (Temp/Freelance)

Are you a U.S. Citizen? _____ (If not, complete this section)

Do you need sponsorship? _____

Are you on a visa? _____ Expiration Date: _____

Do you have any physical limitations that preclude you from performing any work for which you are being considered? Y / N

If yes, what can be done to accommodate your limitations? Please describe:

Would you be interested in being involved with any MHA promotional material (videos, testimonials)? Y/N

In Case of Emergency- CONTACT:

Name: _____

Phone Number: _____

Relationship: _____

Signed: _____ **Date:** _____
(Candidate signature)

Please enter in your years of experience (where applicable) in the categories below:

	Acct-Specific/Shopper Mktg/Customer Mktg
	African American
	Agriculture
	Alcohol/Spirits
	Automotive
	B2B/Business to Business
	CME
	Consumer Package Goods
	Contests/Sweeps/Games
	Credit Card
	DRTV
	Durables/Home Improvement
	Entertainment/Sports Marketing
	Financial
	Food/Beverage
	Gaming/Casino
	Hispanic
	Hospital
	Insurance
	Med Ed
	Medical Devices
	Mobile Mktg/SMS/Mobile Media
	New Business
	Pharmaceutical
	Real Estate
	Restaurant/QSR
	Retail
	Search Engine Marketing/SEO
	Social Media/Viral Marketing
	Technology/Electronics
	Telecom/Wireless
	Travel/Tourism
	Word of Mouth

Approximate the % to equal 100% of time you've spent in each area as listed below throughout your career:

Medium	Approx # of projects/versions/yr	Clients/brands	Budgets
National Television (specify whether you've been on location or not) _____%			
National Print Ads _____%			
Radio _____%			
Direct Mail (see below this chart) _____%			
Interactive _____%			
Sales Promotions _____%			
Any account-specific? If so, with which brands and retail partners?			
Collateral _____%			
Packaging/Branding New Product Launch Please specify _____%			
What else? (explain) _____%			

**Agreement for Temporary and Permanent Placement
With Melinda Holm & Associates (MHA)**

1. As a candidate, you agree that any freelance or temporary work done for a client is solely the possession of that client.
2. As a candidate, you agree that you will be represented by **MHA** for positions that **MHA** has discussed with you and that you have agreed to be presented for. You also agree that any subsequent contact with that client will be undertaken through **MHA** for the next twelve months.
3. As a freelance or temporary candidate, you agree to supply client-signed weekly time sheets or invoices to **MHA** as appropriate and on a timely basis (i.e. the Friday of the week you have worked).
4. You agree to represent yourself professionally and honestly at all times to both **MHA** and clients of **MHA**.
5. As a freelance or temporary candidate, you will only be paid for **client approved** (as indicated in #3) hours.
6. As a freelance or temporary candidate, if you fail to complete the terms of your freelance assignment, you may be held responsible for a portion of or all charges billed to the client. This includes, is not limited to, your hourly wage and MHA client service fees.

Agreed: _____ **Date:** _____
(Candidate signature)

Thank you for working with Melinda Holm & Associates