

EMPLOYMENT PROFILE FORM



Brookwoods Group is an Equal Opportunity Employer and does not discriminate as to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

1225 North Loop West # 1111
Houston, Texas 77008

Please complete all sections by either filling in the fields on your computer or by printing out and sending back the scanned document. You may FAX it to 832-200-8980 or e-mail it to career.desk@brookwoods.com

IDENTIFICATION

| | | |
|------------------------------------|---|---------------|
| Social Security (last five digits) | NAME (Last, First Middle) | |
| Business Phone | MAIL TO (Address, City ST ZIP) | |
| Mobile Phone | PERMANENT ADDRESS (if different from MAIL TO) | |
| Driver's License # / ST | PREVIOUS NAME (maiden name) | Email Address |

QUESTIONS

| | |
|--|---|
| I am legally eligible to work in the United States, and I have proof of immigration status or citizenship. | <input type="checkbox"/> yes <input type="checkbox"/> no |
| I have a "clean record" with no felony convictions. (If NO, explain in a separate attachment.) | <input type="checkbox"/> yes <input type="checkbox"/> no |
| My Drivers License (above) is currently valid, and is not suspended or otherwise restricted. | <input type="checkbox"/> yes <input type="checkbox"/> no |
| This is my first application to Brookwoods Group, Inc. (If NO, when was the first:) | <input type="checkbox"/> yes <input type="checkbox"/> no |
| If presently employed, I give you permission to contact my present employer and verify my current salary. | <input type="checkbox"/> yes <input type="checkbox"/> no |
| When are you available to start work? | |
| I was referred by: | (We'll thank them!) |
| I COMPLETED this level of education: | <input type="checkbox"/> Secondary/High <input type="checkbox"/> Some College <input type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate |

COMPENSATION

This section is important to answer completely. Brookwoods Group evaluates each opportunity based on market value for that professional role and looks at all professional candidates we know in that range.

| | |
|---|--|
| Give the one job title that BEST fits you, in your opinion: | |
| What is your current or most recent full time ANNUAL BASE SALARY as documented in your pay stubs, not counting bonuses, commissions, unusual perks, etc? | Annualized Salary: |
| Given your talent, skills, knowledge, experience, reputation, and history, what is your requested BASE SALARY RANGE? | Low Salary: High Salary: |
| Do you have bonuses, commissions, or unusual perks documented on your pay stubs as part of your regular compensation? If so, we can discuss in detail when we meet you. | <input type="checkbox"/> yes <input type="checkbox"/> no |

IMPORTANT STATEMENTS

Read and understood:

| | |
|---|--|
| <p><i>This is true.</i> I certify that answers given herein and on the attached documents are true, complete and correct to the best of my knowledge and belief and that any misstatement of fact(s) or omission(s) may form the basis for rejection of my profile or for my dismissal after employment.</p> | <input type="checkbox"/> yes <input type="checkbox"/> no |
| <p><i>You may investigate me using a screening service.</i> I voluntarily waive all recourse and release the requested parties from liability for complying with the request/release. I authorize any employment screening service engaged by Brookwoods Group to provide the results of said information to Brookwoods Group Inc or its representative(s). I further release Brookwoods Group Inc. and any employment screening service engaged by Brookwoods Group, as well as their officers, representatives, employees and agents, from any and all liability from the results and preparation of any reports concerning myself or my background.</p> | <input type="checkbox"/> yes <input type="checkbox"/> no |
| <p><i>I'll take a drug test and physical</i> if required as part of the employment screening process. I am aware that results will be available to Brookwoods Group and may be considered in an employment decision.</p> | <input type="checkbox"/> yes <input type="checkbox"/> no |
| <p><i>Employment is "at will."</i> I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Brookwoods Group is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause and with or without notice.</p> | <input type="checkbox"/> yes <input type="checkbox"/> no |
| <p><i>I'll furnish more information.</i> In the event of an offer of employment, I agree to furnish additional information as required for enrollment in various benefit plans and for proper payroll processing.</p> | <input type="checkbox"/> yes <input type="checkbox"/> no |
| <p><i>You may identify me as a candidate.</i> I agree that Brookwoods Group may use my name, likeness, and any information about me in developing proposals to clients. Brookwoods Group has my permission to act as my agent in the following business opportunities: Consulting, Staffing, Contracting, Recruiting, and Outsourcing. I agree that information about me may be contained in Brookwoods Group proposals, posted on the Brookwoods Group website, or shared with other parties with whom Brookwoods Group has or is attempting to form a professional relationship.</p> | <input type="checkbox"/> yes <input type="checkbox"/> no |

| | |
|-------------|--|
| <p>Date</p> | <p>Signature of Professional (Please apply a secure digital signature OR print, sign by hand and scan. Return by fax or e-mail.)</p> |
|-------------|--|

Profile Form Notes

Social Security Numbers:

Please note that this application for Brookwoods Group does not require your social security number. If we need to check on your background at any time, you will provide your social security number in confidence directly to our independent background screening provider and they do not provide the entire number back to us. We do not use your social security number to run a credit check. We do understand the need to protect your social security number. All our candidate files are stored in locked file cabinets. Our candidate fax number (832-200-8980) is a secure digital mailbox that is accessible only by our recruiters.

Compensation:

We ask for your compensation expectations right at the start of the application process because if we propose you to a client, we have to be able to include our price in our proposal. We can only figure a price if we know our costs, and that includes YOUR salary. At some point, we will ask you to commit to a specific salary and availability PRIOR to your meeting our client. If everyone (including you and the client) agrees that you are a great fit for the role we have proposed, we are counting on you to accept a job offer at the salary and in the timeframe we have previously agreed to.

Freelancing:

Our full time employees working for our clients under contract are expected to focus on our client's assignment. We do not hire freelancers for these assignments because freelancers usually have one or more other clients that would reduce that focus. Please be aware that we have a policy for our employees that limits freelancing and moonlighting.

References:

Many career guides advise you to provide references only if you are a finalist for a given position. At Brookwoods Group, we are committed to getting to know you and building a relationship from the outset. We talk with you, we interact with you, and we try to learn all we can about you. That involves talking to people who know you, so that's why we ask for your references right up front. Sometimes we even learn of outstanding attributes that others see in you, but that you don't see clearly in yourself. How interesting is that?