



## CAREER SPOTLIGHT

Our goal is to make an optimal match between you and your next employer. The information you provide in this form allows us to take a targeted approach when representing you. We want to be able to showcase your skills and accomplishments to potential employers and help set you apart from other candidates. **Please fill in the Personal Information, Candidate Spotlight, Salary Expectations and Reference Release below.**

*Note: The Headhunters does not charge a fee to candidates for our services—please refer to Appendix 1 of this document for more information. Refer to Appendix 2 for details on privacy & confidentiality.*

### PERSONAL INFORMATION

DATE	
FULL NAME	
TITLE	
PHONE	
EMAIL	

### CAREER SPOTLIGHT

<b>What 5 adjectives would your previous managers use to describe you?</b>

<b>What top 3 skills set you apart from other candidates?</b>

<b>What do you consider your 3 most important accomplishments in your career?</b>	
For example, how have you reduced costs, increased revenue, saved time, improved productivity, implemented a new process, made a positive contribution to corporate culture, etc.	
1	
2	
3	



**Provide an example of a time you exceeded expectations on a deliverable or helped your team to do this.**

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**Are there any specific companies you might be interested in working for that you would like us to confidentially represent you to?**

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## EXPECTATIONS

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**What is your expected salary range for your next job?**

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**What positions are you open to?**

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**What are the three most important “must haves” in your next position?**

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## REFERENCE RELEASE

**Please provide at least two (2) references who are previous direct managers.**

**You will be notified before any references are contacted.**

1	FULL NAME	
	JOB TITLE & COMPANY	
	PHONE	
	EMAIL	
	RELATIONSHIP TO YOU	

*You will be notified before any references are contacted.*

2	FULL NAME	
	JOB TITLE & COMPANY	
	PHONE	
	EMAIL	
	RELATIONSHIP TO YOU	

*You will be notified before any references are contacted.*

3	FULL NAME	
	JOB TITLE & COMPANY	
	PHONE	
	EMAIL	
	RELATIONSHIP TO YOU	

*You will be notified before any references are contacted.*

### Disclosure statement

I understand that The Headhunters may conduct a reference check, and will notify me before contacting any of the individuals whose names I have provided above. This reference may include information regarding character, work record, general knowledge and capabilities and reputation. By signing this release, I am voluntarily requesting that The Headhunters disclose to prospective employers any employee-related information that is determined appropriate to my performance or behaviour as a future employee. I hereby acknowledge that I have read and understand this statement, and hereby authorize The Headhunters to obtain a reference check as described above.

<b>Signature:</b>	<b>Date:</b>
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**Note:** *If this document is sent electronically from the candidate to The Headhunters directly, it will be considered valid without a signature.*



## Appendix 1: Fees

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The Headhunters does not charge a fee to candidates for our services. Fees are paid only by the client (employer).

The majority of provinces and territories in Canada prohibit charging fees to candidates. In particular, the following specifications apply in Alberta, the province in which The Headhunters' is registered:

In Alberta, Section 12 of the *Employment Agency Business Licensing Regulation* prohibits an employment agency business operator from directly or indirectly demanding or collecting a fee, reward or other compensation

- (a) from an individual who is seeking employment or from another person on that individual's behalf,
- (b) from an individual who is seeking information respecting employers seeking employees or from another person on that individual's behalf,
- (c) from an individual for securing or attempting to secure employment for the individual or providing the individual with information respecting any employer seeking employees or from another person on that individual's behalf, or
- (d) from an individual for evaluating or testing the individual, or arranging for the individual to be evaluated or tested, for skills or knowledge required for employment, where the individual or employment is in Alberta, or from another person on that individual's behalf.

## Appendix 2: Privacy & Confidentiality

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The information you provide to The Headhunters is held in the strictest of confidence. Only with your permission will we present your resume to a potential employer. You can read our full Privacy Policy at [www.theheadhunters.ca/privacy-policy](http://www.theheadhunters.ca/privacy-policy).