



CANDIDATE PRE-SEARCH ASSESSMENT

Thank you for selecting *Moore Hospitality Search* to assist you during your search for employment. *MHS* specializes exclusively in the search and placement of Hotel, Restaurant and Country Club Professionals for some of the finest hospitality companies throughout the United States and the Caribbean. It is our goal that you find our experienced staff to always be concerned and helpful. We have found that your answers to the following questions will help ensure the role we play in your career change is a positive one. Please take a few minutes (20-30) to complete this form along with the following **Reference Release Form**. Please return them to us via email or fax as soon as possible. We are looking forward to representing you in your current search.

1. What is driving your decision to leave your current job?
2. Describe in detail what you would be doing in your ideal next position. The more detail you provide the better for us to understand your career aspirations.
3. Describe your search activity over the past 6 months. Please indicate any information concerning interviews and/or offers you have had as well as the types of positions, etc.
4. Where are you willing to work? How far are you willing to travel to and from work? Are you willing to relocate? If yes, to what area?
5. What is your total compensation package? Please include base, bonus, incentives, stock, etc. and list each separately. Will you be able to *confidentially* provide last year's W-2 to confirm this information? What type of package do you expect in your next move?
6. What are your thoughts concerning your susceptibility to a counter offer from your current employer? Have you ever been given a counteroffer? Did you accept it or turn it down? Why?



REFERENCE RELEASE FORM

All **Moore Hospitality Search (MHS)** clients require business/peer references from prospective candidates. Signing the disclosure statement below allows us to check your references, which will only be done when we deem it necessary to further the placement process or to verify information that you have given us. ***Reference and salary information is always kept in the strictest of professional confidence.***

Please provide us with the names, telephone numbers, and titles of three business and three peer references. Briefly describe your relationship to these references. If you are working, we realize that in most cases you cannot use your current supervisor as a reference. Supervisors from a previous employer are acceptable as are trusted peers in your current company. ***You will be notified before any references are contacted.***

DISCLOSURE STATEMENT

I understand that **Moore Hospitality Search** may conduct a reference check. This reference may include information regarding character, work record, general knowledge and capabilities, and reputation. The references contacted do not necessarily need to be listed below.

I hereby acknowledge that I have read and understand this statement, and hereby authorize **Moore Hospitality Search** to obtain a reference check as described above.

Name: _____

Address: _____

City,ST,zip: _____

Phone: _____

Email: _____

Signature: _____

Business References (usually a current or former supervisor)

Name

Title

Company

Phone

Name	Title	Company	Phone

Peer References (usually a current or former co-worker with similar responsibilities)

Name

Title

Company

Phone

Name	Title	Company	Phone

Agreement with Moore Hospitality Search

Moore Hospitality Search (MHS) is an employer paid recruiting firm committed to providing the most qualified candidates available to our client companies.

FEES:

- Applicants are **not** responsible for any placement fees to **MHS** nor are they required to accept any position of employment, which may result from an interview arranged by **MHS**.

APPLICANT OBLIGATION:

- Candidate is expected to be present for any scheduled interview and to report subsequent results to **MHS** in a timely manner.
- Candidates are expected to accurately present their qualifications and work experiences at the time of interview.
- Upon acceptance of a position arranged by **MHS**, applicant is expected to report to work as agreed between applicant and employer AND not voluntarily terminate such position within ninety-one (91) days from the start date.

I have read and understand this agreement and have received a copy of this agreement.

Signature:

Date:
