



Participant Informational Inquiry

Holy Trinity Catholic Church

Date _____

Thank you for your participation in Holy Trinity's CTM Program. To assist us in helping put you in touch with potential employers, we would like some information about you and the position you are seeking. Please take a few minutes to answer our questions and return this form at a CTM meeting or to the CTM Program office within the Holy Trinity Parish Offices at 9150 Pflumm, Lenexa, Kansas 66215. Thank you for your time and let's work together in moving you toward your next position!!

ABOUT YOU:

Name _____ Phone # _____
 Address _____ Mobile # _____
 City / State / Zip _____
 E-mail address _____

Please attach resume. Thank you.

Industry Classification: Please select from one of the following industries or enter your industry in the blank table spaces* below. Thank you.

Retail/Wholesale	Aerospace	Airline	Construction
Consulting	Education	Financial	Food/Beverage
Government	Healthcare	Hotel	Insurance
Pharmaceutical	Publishing	Telecommunications	Transportation
Travel	*	*	*

ABOUT THE POSITION YOU ARE SEEKING:

Position Classification: Please select the position area below or enter your position area in the blank spaces* below.

Administrative Assistant	Business Management	Business Technical (Clerical, functional...)	Executive
Professional:	IT Management	IT Technical (Programmer)	Laborer
Sales	*	*	*

Position: _____ (i.e. Dental Assistant, Application Manager, etc.)

Please provide your top 5 skill areas for this position below. Thank you.
(i.e. (1)Communication (2) Organization (3) Planning (4) ...etc...)

(1) _____
 (2) _____
 (3) _____
 (4) _____
 (5) _____

I authorize CTM to distribute my name and contact information to CTM Program Participants. _____ (signature)

<p>Participant Informational Inquiry (continued)</p>

<p>Please summarize what area(s) you are directing your talents towards and the experiences you have had in this field(s). This section will be used on a bio. sheet that may go out to prospective employers. See examples at bottom of page. Keep your bio to 100 words or less.</p>

SAMPLE BIO 1: (approx 44 words)

Over 15 years of experience in sales, sales management, marketing, product development and general management in the healthcare and transportation industries, seeking a sales management position in any industry in the Kansas City area.

**B.S. Business Administration (University of Texas, Austin, TX)
List Certifications**

SAMPLE BIO 2: (approx 80 words)

12+ years of experience in management including general management, project, business process, and product development in mid to large sized companies including Fortune 500 and Big 4. Seeking direct hire or consulting work in the pharmaceutical, healthcare, and transportation industries. Will consider other industries. Management positions targeted are in Project Management, Business Development, and Product Development. Locations: Prefer Kansas City Metro area but will consider other locations.

**B.S. Computer Science (Kansas State University)
MBA (Kansas University)
List Certifications**

PLEASE ATTACH A COPY OF YOUR RESUME