



Welcome to

Executaries™

BY GRAY

a division of Annie Gray Associates, Inc.
516 South Hanley (at Wydown)
Clayton, Missouri 63105

phone 314. 863.3322
fax 314. 721.0948
jb@executaries.com

Executaries—the service exclusively designed to match very important top officers with signature level executive secretaries.

St. Louis' most successful companies request Executaries by Gray to introduce them to the secretary with corner office experience. Executaries by Gray works solely at the request of each hiring company which incurs the professional fees.

With Executaries by Gray, you can expect:

- A personal meeting with the director of Executaries by Gray
- A detailed summary of the career opportunity ensuring thorough understanding of the company, its culture, and the hiring executive's work style
- An assessment that profiles compatible knowledge, abilities, motivators and values to those of the hiring executive
- Utmost confidentiality on all matters

Background	Name	Home Phone Number ()
	Street Address	Alternate Phone Number ()
	City, State, Zip	Business Phone Number ()
	Have you ever been convicted of or pleaded guilty to any criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No	Social Security Number
	Have you ever participated in a pretrial diversion or like program for a crime involving dishonesty or breach of trust? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date available to begin work
	Have you ever been dismissed from employment, forced to resign, or resigned to avoid being dismissed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Education	SCHOOL	NAME AND LOCATION	COURSE OF STUDY	DATES ATTENDED	DID YOU GRADUATE?	DEGREE/HONORS
	College				<input type="checkbox"/> Yes _____ Year <input type="checkbox"/> No	
	High School				<input type="checkbox"/> Yes _____ Year <input type="checkbox"/> No	
	Seminars or Short Courses					
	Foreign languages spoken/degree of fluency					

Source	How did you learn about Executaries by Gray (Please drop the name...)	
	Friend _____	News/Press _____
	Co-Worker _____	Internet _____
	Other _____	Agency _____




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 Experience	Your Job Title	Dates of Employment ____/____ to ____/____	
	Employer	Nature of Business	Salary Start End
	Address	Supervisor's Phone Number ()	
	Name and Title of Immediate Supervisor	May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Description of Duties	Reason for leaving	

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	Employer	Nature of Business	Salary Start End
	Address	Supervisor's Phone Number ()	
	Name and Title of Immediate Supervisor	May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Description of Duties	Reason for leaving	

 Actions	List your office assets, skills and information related to the position of executive secretary. Include special abilities, training, memberships, volunteer work, etc.
	Bosses say, "Oh, you are so good at..." 1. _____ 2. _____ 3. _____





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THANK YOU FOR SHARING YOUR CAREER STORY WITH US.
 EXECUTARIES BY GRAY IS COMMITTED TO
 MATCHING VERY IMPORTANT TOP OFFICERS WITH
 SIGNATURE LEVEL EXECUTIVE SECRETARIES.

Important

Give a complete record of your employment history including part-time work, military service and internships.
 START WITH YOUR PRESENT OR MOST RECENT POSITION. Account for all periods of unemployment.

	Your Job Title	Dates of Employment ____/____ to ____/____
	Employer	Nature of Business
	Address	Salary Start End
	Name and Title of Immediate Supervisor	Supervisor's Phone Number ()
	Description of Duties	May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Reason for leaving

	Your Job Title	Dates of Employment ____/____ to ____/____
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R References	List five references familiar with your recent work whom we may contact	
	1. Name	Phone Number
	Position/Title	Company Name
	2. Name	Phone Number
	Position/Title	Company Name
	3. Name	Phone Number
	Position/Title	Company Name
	4. Name	Phone Number
	Position/Title	Company Name
	5. Name	Phone Number
Position/Title	Company Name	

V Viewpoint	<p>"Executary" is not (yet!) listed in the dictionary. What is your description of an "Executary"?</p>
	<p>Executaries by Gray is not out to change the world or incite office revolutions. We are determined to mark a level of personal service long envisioned, but not experienced by executives and secretaries. Your insights ignite our work. Take part. Share two expectations you have of Executaries by Gray.</p>

S Signature Release • Consent	<p>I understand that this application will be given every consideration, but is not a promise of employment through Executaries by Gray. Should I be recommended for a position with a client company, my consent is requested.</p>
	<p>The undersigned, in connection with this application, authorizes all corporations, companies, credit agencies, educational institutions, persons, law enforcement agencies, military services, and former employers to release or gather information they may have about me to Executaries by Gray (a division of Annie Gray Associates, Inc.) or its agents/contractors and release all parties from all liability in doing so; further, I authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background, character, and personal reputation and that further information may be available upon written request within a reasonable period of time. I understand that this notice will also apply to any future update reports that may be requested.</p>
	Signature of Applicant _____
	Date _____