

INSTRUCTIONS FOR COMPLETING APPLICATION

1. Please fill out the entire application.
2. Your employment history is very important to us. You must give detailed explanations to all questions, in particular "Duties" and "Reasons for Leaving".
3. Please save a copy of this application for your records.

HIRING POLICIES

1. We hire applicants solely based upon merit. We do not discriminate on the basis of union affiliation, race, sex, religion, color, age, national origin, veteran status, disability, genetic information, or any other status protected by applicable state, federal, or local law.
2. No employee is required to pay dues to any labor organization to join our company.
3. We accept job applications only when we know there are jobs available and when we intend to fill the position(s). When openings come available, we reserve the right to review applications already on file, prior to hiring. Applications remain in an active file for 45 days. It is the applicant's responsibility to keep our hiring personnel informed of his/her availability. Applicants who are not hired are allowed to reapply to ALL-TEMP every six months.
4. We do not accept group applications or photocopied forms.
5. Any applicant who falsifies or omits information on the application is disqualified from being hired. If the employee has been hired before the falsification or omission is discovered, he/she may be subject to termination upon discovery.
6. We base our hiring decisions on a variety of factors, including skills and the ability to perform the job, prior employment with us, employment references as to character and willingness to work, willingness to accept the offered salary, and personal interviews. We hire based on personal contact with individuals so that we can make sound business judgments as to the most qualified applicants.
7. Full-time employees are expected to work only for us and state that they will not be employed by any other employer while they work for us.

Applicant's Signature _____ **Date** _____

APPLICATION FOR EMPLOYMENT

(An Equal Opportunity Employer)

Please Note: This application form was designed for use by applicants for various positions – including field, clerical, professional, technical, and administrative. Please answer the questions to the best of your ability.

Date _____ **Social Security Number:** _____ E-mail Address: _____

Legal Name: _____

List other names you have previously used: _____

Home Address _____

City _____ State _____ Zip Code _____

Number of years/months at this residence _____ years _____ months

Most Recent Previous Home Address

Home Address _____

City _____ State _____ Zip Code _____

Number of years/months at this residence _____ years _____ months

Are you 18 years of age or older? Yes No

Have you applied here before? Yes No

If yes, how long did you work here? _____

Are you legally authorized to work in the United States? Yes No

Home Phone _____ (area code) Work Phone _____ (area code)

Cell Phone _____ (area code) Fax Number _____ (area code)

Person to notify in case of emergency:

_____ Phone Number _____ (area code)

How were you referred to us? Place an "X" below for all that apply.

Newspaper or Internet Ad School On my own Current Employee Agency/Other

Name of referral source _____

Indicate the position for which you are applying _____

Do you wish to work Part Time Full Time Temporarily

If part time, what hours or days? _____

What is your hourly/weekly salary requirement? (Negotiable is not acceptable) _____

Date available for work _____

Do you have commitments to another employer that might affect your employment with us?

Do you know of any reason why you cannot perform the essential functions of the job for which you are applying with or without reasonable accommodations? Yes No

Please describe any accommodations required.

Have you ever been convicted of a criminal offense? Yes No

Date _____ Place _____ Nature _____
(An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.)

Please list all of the business/work skills you possess: _____

Which, if any, warehouse or construction equipment have you operated?

EDUCATIONAL DATA

Are you presently a student? Yes No Part Time Full Time

Typing Speed if known: _____

Name and address of high school(s) attended.

1. _____
Graduate? Yes No Degree: _____ From _____ to _____
Mos./Yrs. Mos./Yrs.

2. _____
Graduate? Yes No Degree: _____ From _____ to _____
Mos./Yrs. Mos./Yrs.

Name and address of college(s) attended.

1. _____
Graduate? Yes No Degree: _____ From _____ to _____
Mos./Yrs. Mos./Yrs.

2. _____
Graduate? Yes No Degree: _____ From _____ to _____
Mos./Yrs. Mos./Yrs.

Other professional licenses, certifications, registrations?

1. _____ License Number _____
City/State/County Issued _____ Month/Year Issued _____
(circle)

2. _____ License Number _____
City/State/County Issued _____ Month/Year Issued _____
(circle)

MILITARY EXPERIENCE

Were you in the Armed Forces? Yes No If Yes, what branch? _____

Date of Duty: From _____ To _____ Rank at Separation? _____

Briefly describe your duties: _____

WORK EXPERIENCE – For employers prior to the following three, please attach resume.

Most Recent/Present Employer _____

Address _____

Job Title _____

Base Salary _____ per _____

Supervisor _____

Phone Number _____

Month/Year Dates Employed From _____ To _____

Reason for leaving _____

Employer # 2 _____

Address _____

Job Title _____

Base Salary _____ per _____

Supervisor _____

Phone Number _____

Month/Year Dates Employed From _____ To _____

Reason for leaving _____

Employer # 3 _____

Address _____

Job Title _____

Base Salary _____ per _____

Supervisor _____

Phone Number _____

Month/Year Dates Employed From _____ To _____

Reason for leaving _____

REFERENCES – Please list at least three business contacts, such as vendors, subcontractors, contractors and customers.

Name / Address	Relationship	Occupation	Area Code / Phone
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____