

\_\_\_\_\_ *Date*



\_\_\_\_\_ *Desired Pay Rate*

**Personal Information:**

\_\_\_\_\_ *Last Name, First, M. Initial*

\_\_\_\_\_ *Address* ( ) \_\_\_\_\_ *Home Telephone #*

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP Code* ( ) \_\_\_\_\_ *Cell Phone #*

**Preferred Shift:** [ ] 1<sup>st</sup> [ ] 2<sup>nd</sup> [ ] 3<sup>rd</sup>  
*Please check any that may apply:*

**Available to work:** [ ] 8 hrs. [ ] 10 hrs. [ ] 12 hrs.  
*Please check any that may apply:*

**Emergency Contact:**

\_\_\_\_\_ ( ) \_\_\_\_\_  
*Name Relationship Phone #*

\_\_\_\_\_ ( ) \_\_\_\_\_  
*Address City State ZIP Code Alternate Phone #*

<b>References-Please list at least three people NOT related to you:</b>			
Name:	Relationship:	Years Known	Phone # ( )
Name:	Relationship:	Years Known	Phone # ( )
Name:	Relationship:	Years Known	Phone # ( )

Do you have your own vehicle?  Yes  No Valid License?  Yes  No

How far are you willing to travel for work? (Example: Lake County, Ashtabula County, etc.) \_\_\_\_\_

Are you currently employed?  Yes  No  Full Time  Part Time

How soon are you available for work? \_\_\_\_\_

How did you hear about us?  Newspaper  Radio  Walk In  Sign  Friend/\_\_\_\_\_

Have you worked for another Temporary Agency within the last year?  Yes  No

If **YES** which Temporary Agency, and where did they place you and how long was your assignment?

\_\_\_\_\_  
\_\_\_\_\_

**Education:**

				<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>High School</i>	<i>Address</i>	<i>Years Completed</i>	<i>Year Received</i>	<i>Diploma/GED</i>
<i>College/Trade School</i>	<i>Address</i>	<i>Years Completed</i>	<i>Received Degree/Cert.</i>	

**Employment History:**

		(   )		/	
<i>Employer</i>	<i>Address</i>	<i>Phone #</i>	<i>From</i>	<i>To</i>	
<i>Job Title</i>	<i>Salary</i>	<i>Reason for Leaving</i>			
<b>Job Description:</b> _____					
_____					

		(   )		/	
<i>Employer</i>	<i>Address</i>	<i>Phone #</i>	<i>From</i>	<i>To</i>	
<i>Job Title</i>	<i>Salary</i>	<i>Reason for Leaving</i>			
<b>Job Description:</b> _____					
_____					

		(   )		/	
<i>Employer</i>	<i>Address</i>	<i>Phone #</i>	<i>From</i>	<i>To</i>	
<i>Job Title</i>	<i>Salary</i>	<i>Reason for Leaving</i>			
<b>Job Description:</b> _____					
_____					

		(   )		/	
<i>Employer</i>	<i>Address</i>	<i>Phone #</i>	<i>From</i>	<i>To</i>	
<i>Job Title</i>	<i>Salary</i>	<i>Reason for Leaving</i>			
<b>Job Description:</b> _____					
_____					

List any special skills you may have acquired. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check any of the following boxes if you have experience in that area.

Auto

- Auto Body Repair
- Mechanic
- Painter

Bi-Lingual

- No
- Yes
- Other Language \_\_\_\_\_

Administrative / Sales

- Administrative
- Acct. Payable
- Acct. Receivable
- Customer Service
- Data Entry
- General Office
- Microsoft Word / Excel
- Payroll
- Other Computer Programs \_\_\_\_\_
- Peachtree / Quickbooks
- Purchasing
- Receptionist
- Sales
- Typing / Words per minute \_\_\_\_\_

Construction

- Carpentry
- Concrete Work
- Demolition
- Dry Walling
- Framing / Roofing
- General Labor
- Heavy Equipment Op./Certified?
- Masonry
- Painter - House
- Tools / What Kind? \_\_\_\_\_

Food Service

- Busser / Dishwasher
- Cook
- Delivery Driver
- Hostess
- Waiter / Waitress

Industrial

- Assembly
- Wire Harness - Assembly
- Can Read – *Circle the ones you can do*
- Blueprints/Calipers/Mics/Gauges
- Boiler - Maintenance/Repair
- Brake Press Operator
- Brazing
- CDL Driver – Class A / Class B
- CNC Operator
- CNC Programming / Set-Up
- Crane Operator
- Deburring / Grinding
- Die Setter
- Draftsman
- Electrician
- Engineer / What kind?
- Extrusion - Fiberglass/Plastics/Rubber
- Fabricator
- Finishing – *Circle the ones you can do*
- Fiberglass / Plastics / Rubber
- Furnace Operator
- Gel Coater (*fiberglass*)
- Hydro Mat Operator
- HVAC Tech
- Laminating (*fiberglass*)
- Lamping
- Lathes / What kind? \_\_\_\_\_
- Lead Person / Supervisor
- Machine Maintenance / What Kind? \_\_\_\_\_
- Machine Operator / What Kind? \_\_\_\_\_
- Machine Set-Up / What Kind? \_\_\_\_\_
- Machinist / What Kind? \_\_\_\_\_
- Maintenance – Industrial
- Material Handler
- Metal Inspection
- Metal Stamping
- Mills / What Kind? \_\_\_\_\_
- Mixing
  - Chemical
  - Fiberglass
  - Plastic
  - Rubber
- Mold Maintenance
- Packing
- Paint Line
- Painting – Industrial (metal / fiberglass )
- Pipe Fitting

- Powder Coating
- Press Operator
- Material:** Fiberglass / Plastics / Rubber
- Press Type:**
  - Compression Molding
  - Injection Molding
  - Rotational Molding
- Pressure Tester
- Punch Press / What Kind? Single / Multi
- Quality Control
- Riveting
- Sandblasting
- Saws / What Kind? (*Band/Table, etc.*) \_\_\_\_\_
- Secondary Ops. / Inspection
- Shipping & Receiving
- Shot-Blast
- Slitter Operator
- Soldering
- Tape Measure – *Can Read*
- Tool Changes
- Tool & Die
- Towmotor / Certified? Yes / No
- Warehouse - *Industrial*
- Welding
  - 2G / 3G / 6G
  - Arc / Mig / Tig / Spot / Stick
  - Flux Core
  - Aluminum / Steel
  - Sheet Metal
  - Structural Steel
- Woodworking – Industrial
- Wire Machines / What Kind?

Miscellaneous

- Farm Laborer
- Fence Installation
- Landscaping
- Tree Trimming
- Tree Trimming – Bucket experience

Tobacco

- Chew Tobacco
- Non-Smoker
- Smoker

Allergic to Fiberglass?

- Yes
- No

## Conditions of Employment:

- ❖ Failing to complete an assignment (i.e. quitting, being released due to tardiness, absenteeism, or unable to perform the accepted job duties), will result in being paid State Minimum Wage for any unpaid hours that you are owed.

*Initials* \_\_\_\_\_

- ❖ Reporting to work under the influence of alcohol or drugs will result in immediate termination.

*Initials* \_\_\_\_\_

- ❖ Smoking while on an assignment is allowed only in the designated areas at the allocated times by the employer.

*Initials* \_\_\_\_\_

- ❖ I understand that there is no guarantee of employment through Elite nor is the length of any assignment predetermined or guaranteed.

*Initials* \_\_\_\_\_

## Authorization:

To the best of my knowledge, the information contained in this document is true and accurate, and I understand that if I have given false or misleading information, I shall be subject to dismissal regardless of the time elapsed after discovery.

I understand that this is not a binding contract between me and **ELITE**, and that employment can be terminated at any time by either party.

I hereby acknowledge that I have read and agree to the statements listed in this employment application.

I \_\_\_\_\_ hereby agree to submit to a drug, alcohol and/or a tobacco products screening/test and to furnish a sample of my urine, breath, hair and/or blood for analysis. I understand and agree that if I at any time refuse to submit to a drug, alcohol and/or tobacco screening/test under company policy or if I otherwise fail to cooperate with the screening/testing procedures, I will be subject to immediate termination. I further understand that if I fail to pass a drug screening, e.g., if test results are positive for alcohol, controlled substances, and or tobacco products or if the tests show any evidence of adulteration or substitution, I will be disqualified for further employment consideration and/or immediately terminated.

I release **ELITE**, its employees, management, and its designated medical representatives from any and all claims resulting from this screening and any decisions resulting there from.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## Alcohol and Drug-Free Safety Policy:

By my signature below, I acknowledge that I have read (copies available upon request/posted in front office) and understand the Elite Alcohol and Drug-Free Safety Policy. I have been given the opportunity to ask questions about all aspects of this policy and I agree to adhere to the policy requirements.

My signature below acknowledges my agreement to abide by the provisions of this policy and I recognize that any violation could lead to termination of my employment.

**WARNING: ANY POSITIVE RESULT OR ANY REFUSAL TO TEST MAY AFFECT YOUR ELIGIBILITY FOR COMPENSATION AND BENEFITS UNDER THE WORKER'S COMPENSATION LAWS OF THIS STATE.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

# Absenteeism and Tardiness Point Policy

Regular attendance and punctuality are essential for the smooth operation of our clients business. While it is understandable that circumstances may arise where absences or tardiness are unavoidable, we all must do whatever we can to avoid excessive or repeated absenteeism or tardiness.

Our attendance/punctuality policy is aimed at treating everyone fairly and equally. For this reason, Elite has established a no-fault absenteeism/tardiness policy. Under this policy, incidents of absence, tardiness or leave early are not judged as being excused or not excused. Under this policy, all incidents of absence/tardiness/leave early are treated the same. This means that there is no judgment as to whether one reason for absence is better than any other.

During your first ninety (90) days of employment, your absences and tardiness/leave early will be recorded and subject to the following attendance procedure:

1. Points for absences or tardiness during a qualifying period will be assigned as outlined in the "Absenteeism and Tardiness Point Policy".
2. Discipline for absenteeism or tardiness during the qualifying period will be as follows:
  - Any combination of four (4) points or more during the qualifying period will result in termination of employment.

The policy works like this:

1. One (1) or more consecutive days of absence counts as two (2) points if accompanied by a doctor's excuse only. Two (2) doctor's excuses will be accepted during a rolling calendar year. Any absence of three (3) consecutive days or more you must, prior to returning to work, submit a written authorization from your doctor indicating that you are physically able to perform your job.
2. If you fail to report your absence, double points (4) will be assessed. You must report your absence each day.
3. Tardiness counts as one (1) point. If you are tardy and your regular position has been filled by another employee, you lose your right to that job for the remainder of the shift and you may be placed in any available job.
4. Absence for part of a day, such as leaving early counts as (1) point. If you find it necessary to leave work during working hours, notify your supervisor and Elite as far in advance as possible. You must notify your immediate supervisor again at the time you are leaving.
5. **If you fail to call in and are absent from work (no call/no show) for (1) day, your employment will be terminated. If you walk off the job, we will consider that as you have quit your assignment.**
6. The absenteeism/tardiness/leave early point policy applies to all scheduled work days including Saturdays, Sundays, or Holidays on which you have committed yourself to work and or is your scheduled shift.

Please remember that the point policy does not create a "right" to any specific time off. Every employee has the responsibility to come to work regularly and on time. Excessive absenteeism or tardiness is not fair to your co-workers and, therefore, is not acceptable.

By signing below, you acknowledge that you have read and understand the policies/procedures of Elite.

\_\_\_\_\_  
*Print Employee Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Elite Representative*

\_\_\_\_\_  
*Date*