

Preferred Staffing Employment Application

Application Date: _____

Last Name: _____ First Name: _____ Middle Initial: _____
Social Security #: _____ Birth Date: _____
Email Address: _____

Present Address: _____ Apartment Number: _____
City: _____ State: _____ Zip: _____
Home Phone: (_____) _____ Cell Phone: (_____) _____
Emergency Contact
Name: _____ Phone Number: _____
Transportation Type (Circle): Car Public Friend Other

Educational Background

High School Diploma/GED: Yes No College: 1 2 3 4 Degree: _____
Business School/Vocational/Technical: _____
Licenses/Certifications: _____

Previous Employment

Company Name: _____ Phone: _____
City/State: _____ Supervisor: _____
Pay Rate: _____ Duties: _____
Reason for Leaving: _____ Dates Employed: _____

Company Name: _____ Phone: _____
City/State: _____ Supervisor: _____
Pay Rate: _____ Duties: _____
Reason for Leaving: _____ Dates Employed: _____

Company Name: _____ Phone: _____
City/State: _____ Supervisor: _____
Pay Rate: _____ Duties: _____
Reason for Leaving: _____ Dates Employed: _____

Type of work desired: _____ Pay desired: _____
Availability: __ Full-time __ Part-time Shift: __ 1st __ 2nd __ 3rd Days available: _____

Notes:

Check All Qualifications and Areas of Experience

Check all skills you have, and circle or specify type where applicable.

Office ___ Accounting ___ Administrative Assistant ___ Customer Service ___ Data Entry (Alpha / Numeric) ___ General Office ___ Mail Room ___ Manager/Supervisor/Lead ___ Microsoft Office Suite Industrial ___ Assembly: med./elec./mech./other ___ Bindery ___ Carpentry ___ Clean Room ___ Construction ___ CNC: operator /programmer ___ Deburring ___ Food Service: _____ ___ Fork Lift	___ General Labor ___ Grinding ___ Hospitality ___ Housekeeping/Janitorial ___ Inspection-Fulfillment ___ Inventory Control ___ Lathe/Mills ___ Lawn Maintenance ___ Lift More than 25 Lbs ___ Load & Unload ___ Machine Shop ___ Moving ___ Packaging ___ Pick & Pack ___ Plant Maintenance (clean / mech.) ___ Plastic Injection / Extrusion ___ Powder Coat Painter ___ Print Room Operator ___ Ship & Receive: Comp. / Manual	___ Screw Machine ___ Press: Brake / Drill / Punch Set Up? Yes / No ___ Sandblasting ___ Soldering ___ Surface Mount ___ Upholstery/Ind. Sewing ___ Truck Driver (class: _____) ___ Warehouse ___ Welding type: _____ Other: _____ _____ _____ _____ Languages Spoken: _____
--	---	--

IN NO WAY WILL THE ANSWERING OF THE QUESTIONS ON THIS APPLICATION JEOPARDIZE YOUR JOB OPPORTUNITY WITH PREFERRED STAFFING.

APPLICANT'S AUTHORIZATION

I certify that all information on the application is true and complete. If employed, I understand that any misstatement or omission of fact(s) on this application or during interview(s) is cause for dismissal. I authorize Preferred Staffing to make an investigation of any statements contained in this application that may be necessary in making employment decisions.

Signature: _____ Date: _____

EMPLOYMENT AGREEMENT

I realize that, if accepted for employment by Preferred Staffing, I will work at various locations throughout the area and will be paid an hourly rate to which I have agreed in advance, commensurate with the skills that are required for those hours actually worked.

I understand that although my job assignment at any one client's workplace may end, our relationship as employee/employer does not terminate and that over a period of time I will earn benefits based on total hours worked during my employment period. I hereby acknowledge receipt of information concerning the fringe benefits and Preferred Staffing reserves the right to change such benefits from time to time without prior notice to employee.

In consideration of Preferred Staffing efforts on my behalf, in securing contract employment I hereby agree to the following:

1. I will not accept a position as an employee, consultant, subcontractor or the like with any company to which Preferred Staffing shall assign me to work without prior approval in writing from Preferred Staffing.
2. I agree to abide by the regulations and procedures of the contracting company as they pertain to the issue of tardiness, absenteeism, insubordination, sexual harassment, theft, dishonesty, alcohol/drug abuse, and dress code. Failure to abide by the contract company's rules will warrant the appropriate disciplinary action from Preferred Staffing.
3. I agree that I will not disclose to any third person any developments, confidential information, know-how, discoveries, details of invention or similar property rights of the contract company which I may learn or acquire in the course of, or in the connection with any work performed by me. Where my assistance is needed by contracting company, because of my participation in any such work, I agree to

obtain the execution of inventions or developments made in connection with my work.

4. I understand that specialized equipment may be assigned to me. In the event of my termination for whatever reason, all signed equipment is to be returned. Preferred Staffing reserves the right to take action necessary to insure return of the equipment.
5. At the end of my assignment, if I fail to request another assignment within five calendar days, I will be considered to have quit and my unemployment benefits may be affected.
6. In the event I am unable to show up to my mutually agreed upon job assignment, I will call my Staffing Supervisor prior to my starting time so that Preferred Staffing can arrange for a replacement.
7. If I do not show up on my mutually agreed upon job assignment and/or do not call my Staffing Supervisor prior to my starting time, I agree that I will have voluntarily quit my employment with Preferred Staffing.
8. I will immediately report any change of address and/or phone number to my Staffing Supervisor at Preferred Staffing.
9. I will not discuss my salary or bonuses with anyone other than my Staffing Supervisor at Preferred Staffing.
10. In the event I have an on-the-job injury, I understand I must immediately contact my Staffing Supervisor or other management of Preferred Staffing. I agree to complete an accident analysis report.

I understand and agree to the above employment agreement.

Signature: _____ Date: _____