

# Employment Application

Please complete all questions and print your responses legibly.

## Personal Information

Name \_\_\_\_\_ Date \_\_\_\_\_ Recruiter \_\_\_\_\_  
Address \_\_\_\_\_ Social Security Number \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell/Other Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Email \_\_\_\_\_ Alternate Email \_\_\_\_\_  
Emergency Contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

## Work Experience and References

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's name \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_  
Your title and duties \_\_\_\_\_  
Start date \_\_\_\_\_ End date \_\_\_\_\_ May we contact for a reference?  Yes  No  
Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's name \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_  
Your title and duties \_\_\_\_\_  
Start date \_\_\_\_\_ End date \_\_\_\_\_ May we contact for a reference?  Yes  No  
Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's name \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_  
Your title and duties \_\_\_\_\_  
Start date \_\_\_\_\_ End date \_\_\_\_\_ May we contact for a reference?  Yes  No  
Reason for leaving \_\_\_\_\_

## Employment Application

Please list three **co-workers** we may call who you are working with currently, or have worked with in the past.

Name	Where Employed	Phone	Title
		Work:	
		Home:	
		Work:	
		Home:	
		Work:	
		Home:	

### Education

School Type	School Name, City, and State	Major	Degree Obtained?	Last year completed	Graduation Date
High School				9 10 11 12	-
Trade or Tech. School				1 2 3 4	-
College or University				1 2 3 4 5	-
Post Graduate School				1 2 3 4 5	-

I hereby acknowledge the filing of my application with AllStaff Technical Solutions, Inc. (AllStaff), to assist me in securing employment. I authorize AllStaff to verify my employment history and to solicit and secure information that may be required, at AllStaff's sole discretion, to determine my suitability for employment. AllStaff is authorized to disclose reference information to client companies where I may be considered for either a temporary or permanent work assignment.

I certify that all of the information submitted by me on this application is true and complete. I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and, if I am employed, I may be subject to discipline up to, and including discharge.

I understand that if I do not notify you of my availability for reassignment upon completion of an assignment, it will be deemed that I have voluntarily left employment without good cause. Also, at any time I fail to show up for an assignment it will be deemed that I have voluntarily left employment without good cause. Failure to comply with any and/or all company policies and/or procedures may result in the loss of unemployment benefits.

AllStaff is an Equal Opportunity Employer. It is the Company's policy to make all employment decisions without regard to age, race, creed, color, religion, national origin, sex, disability, veteran status, marital status, or any other protected status in accordance with applicable federal, state or local laws.

**Can you legally work in the United States?**     Yes  No

If no, please explain \_\_\_\_\_

**Have you ever been convicted of a misdemeanor?**     Yes  No

If yes, please explain \_\_\_\_\_

**Have you ever been convicted of a felony?**     Yes  No

If yes, please explain \_\_\_\_\_

**Have you ever been suspected of, charged with, or released for substance abuse?**     Yes  No

If yes, please explain \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

# Agreements I

## Basic Agreement

I want to represent AllStaff Technical Solutions, Inc. (AllStaff) and myself in the most favorable manner possible. **I agree to the following employment conditions if I am hired to by AllStaff. I understand that failure to follow any of these conditions is grounds for termination.**

1. AllStaff is my employer. I am NOT an employee of the facility where I am assigned, and I will not discuss any employment problems with the client, only with my AllStaff supervisor. I am not eligible for any special privileges, fringe benefits, or remuneration from the client company.
2. I will be on time every day. To avoid being late, I will arrive 10-15 minutes before my start time the first day of each assignment. If I am late or cannot work the prescribed hours, I will call both my client manager and my AllStaff supervisor.
3. On the job, I will always dress neatly and professionally, never discuss personal problems, hold all personal calls until lunchtime or breaks, be enthusiastic, work hard, show initiative, and will NOT discuss my pay rate with any other employees.
4. I will immediately notify my AllStaff supervisor if my duties are different from the original job description, I am offered a permanent job with the client, I am asked to work over 40 hours in any week, my address or telephone number changes, I am injured or disabled on the job or need to seek medical attention, my assignment is ending earlier or extending later than originally planned.
5. I agree not to work for any employer or client to whom AllStaff presents me, for a period of one (1) year.
6. I consent to undergo drug testing if requested by AllStaff or the client. AllStaff prohibits use of any illegal drug or alcohol while at work. Reporting to work with any blood level of alcohol or illegal drugs is grounds for immediate termination of employment.
7. I agree to undergo a criminal record check if requested by AllStaff or the client. I agree that if I commit to an interview or a temporary assignment for AllStaff, I will appear as scheduled. I understand that AllStaff will not schedule me for any future job interviews or assignments if I do not call AllStaff in advance to cancel a scheduled interview. If I fail to appear as promised for a work assignment, then I will be considered to have quit my employment at AllStaff, and I will not be eligible for any further employment with AllStaff.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

## Acknowledgement of Temporary Assignment Policy

I acknowledge that any employment with AllStaff Technical Solutions, Inc. (AllStaff) is on a temporary basis and may be terminated at any time. I am not promised any specific number of hours per week. I understand that I am being hired as a temporary employee for an undetermined amount of time. I understand that AllStaff is a staffing agency and I will be working for one of AllStaff's clients. AllStaff does not determine the length of my assignment. I understand that AllStaff's client has given an estimated length of assignment. I also understand that my assignment will last only as long as the client continues to need my services, whether that be one day, one week, or some other period of time. AllStaff's clients may offer to hire me onto their own payroll. However, there is no promise or guarantee of continuing employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

## Acknowledgment of Motor Vehicle Use Policy

I understand and agree to the following policy statements regarding motor vehicle use and expense while on assignment for AllStaff Technical Solutions, Inc. (AllStaff):

- I am not allowed to drive my car for business purposes for AllStaff or AllStaff's clients unless I am authorized in writing to do so.
- If I am authorized by AllStaff to drive my personal vehicle for business purposes, AllStaff will pay me mileage at the rate per mile stated in the Client Contract.
- I understand that the per mile reimbursement will be the only auto expense reimbursement I will receive.
- If I am involved in a motor vehicle accident, while on a business assignment I will be responsible for any damage to my vehicle, my personal property, and for any liability for damages I may cause to others.
- I also agree to maintain liability insurance on my vehicle within the minimum limits as required by law in my state of residence.
- AllStaff is not responsible for the cost of any employee's auto insurance deductible in the event that an employee is involved in an accident.
- If I will be driving on company business, I must furnish AllStaff with copies of 1) my current driver's license 2) my current auto insurance and 3) my current car registration. These documents must all remain valid. If any expire, I may no longer drive on AllStaff or Client business.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

## Agreements II

### **DISCLOSURE AND AUTHORIZATION FOR CONSUMER REPORT AND INVESTIGATIVE CONSUMER REPORT**

By this document, AllStaff Technical Solutions, Inc. (AllStaff) discloses to you, the applicant, that a consumer report and/or investigative consumer report may be obtained for staffing placement/employment purposes. A consumer/investigative consumer report may contain information regarding credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, general reputation, criminal history, driving record or mode of living. These reports may be used in whole or in part for the purpose of determining your eligibility for employment, promotion, reassignment, or retention as an employee.

The Fair Credit Reporting Act provides you with the right to request, in writing within a reasonable amount of time, a disclosure of the nature and scope of the investigation requested. You may also: (1) request a written summary of your rights under the Fair Credit Reporting Act as prepared by the Federal Trade Commission; (2) Obtain a copy of your rights at [www.ftc.gov/credit](http://www.ftc.gov/credit); or write to Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave., N.W., Washington D.C. 20580.

I understand that in consideration of my application AllStaff, an investigation may be conducted of my past employment and activities. I authorize past employers, personal references, and any other persons with whom I am acquainted to answer all questions asked concerning my previous employment record, ability, character, educational background, military service, and credit history. I release all persons, including past employers, credit bureaus, and government agencies from any liabilities or damages for having furnished such information. I have received a copy of this disclosure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

### **APPLICANT CONSENT FORM TO RELEASE INFORMATION**

In consideration of my staffing agreement, I hereby authorize AllStaff Technical Solutions, Inc. (AllStaff) and/or any background service or their agents to conduct such an investigation, and release the companies named above, including its officers, employees, agents, and representatives from all liability or responsibility for this investigation, which may include, but is not limited to the gathering of information regarding personal, professional, and educational references. Credit or consumer investigations, driving histories, civil, professional license and any criminal history information which may be in the files of any state, local or federal criminal justice agency. I understand that the information requested below regarding date of birth, race and sex is for the sole purpose of gathering the above information correctly, and will not be used to discriminate against me in violation of any law. A telephone facsimile (fax) or a photographic copy of this authorization shall be as valid as the original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name (First, Middle, Last)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
State

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
Other Names Used (Maiden, Nickname, Married/Former Names)

### **Current and Previous Addresses for Past 7 Years**

\_\_\_\_\_  
Street/City/State/Zip Code

\_\_\_\_\_  
County

\_\_\_\_\_  
From Mo/Yr to Mo/Yr

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