

# Application for Employment

(Please print neatly and answer all questions)



.....

Date of Application \_\_\_\_\_ Social Security Number \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Current Address \_\_\_\_\_ Bldg./Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long here? \_\_\_\_\_

Previous Address \_\_\_\_\_ Bldg./Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long here? \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ This number  is /  isn't listed in my name

Other Phone (\_\_\_\_\_) \_\_\_\_\_  message phone  pager  cellular phone

Email Address \_\_\_\_\_  Please add to your email notification list

Emergency Contact \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

What position(s) are you applying for? \_\_\_\_\_

## Employment History

.....

Present/Last employer \_\_\_\_\_

Company location \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

Employed from \_\_\_\_\_ To \_\_\_\_\_ Supervisor \_\_\_\_\_

Position held \_\_\_\_\_ Basic duties \_\_\_\_\_

Reason left or leaving \_\_\_\_\_ Pay Rate \_\_\_\_\_

Last employer \_\_\_\_\_

Company location \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

Employed from \_\_\_\_\_ To \_\_\_\_\_ Supervisor \_\_\_\_\_

Position held \_\_\_\_\_ Basic duties \_\_\_\_\_

Reason left or leaving \_\_\_\_\_ Pay Rate \_\_\_\_\_

Last employer \_\_\_\_\_

Company location \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

Employed from \_\_\_\_\_ To \_\_\_\_\_ Supervisor \_\_\_\_\_

Position held \_\_\_\_\_ Basic duties \_\_\_\_\_

Reason left or leaving \_\_\_\_\_ Pay Rate \_\_\_\_\_

Do you have a valid driver's license?  YES  NO  
If yes, license # \_\_\_\_\_ Class \_\_\_\_\_ State \_\_\_\_\_

Do you have your own reliable vehicle for travel to and from work?  YES  NO  
If no, how will you get to and from work? \_\_\_\_\_

Have you been convicted of a felony in the past seven years?  YES  NO  
If yes, please explain: \_\_\_\_\_

Are you legally eligible to work in the United States?  YES  NO

.....

## Education, Training and Other

High School: \_\_\_\_\_ Location: \_\_\_\_\_ Diploma?  YES  NO

If no HS Diploma did you receive a GED?  YES  NO Location: \_\_\_\_\_

College/University: \_\_\_\_\_ Yrs. Attended: \_\_\_\_\_ Degree?  YES  NO

College/University: \_\_\_\_\_ Yrs. Attended: \_\_\_\_\_ Degree?  YES  NO

Do you hold any work-related certifications?  YES  NO If yes, what? \_\_\_\_\_

Do you hold any special licenses?  YES  NO If yes, what? \_\_\_\_\_

List any special, technical or job-related training/schooling that you have completed, including any return to work or work readiness classes: \_\_\_\_\_  
\_\_\_\_\_

.....

## Availability

What days are you available to work?..... Mon  Tues  Wed  Thurs  Fri  Sat  Sun

What shift(s) are you available to work? **1<sup>st</sup>** \_\_:\_\_ to \_\_:\_\_, **2<sup>nd</sup>** \_\_:\_\_ to \_\_:\_\_, **3<sup>rd</sup>** \_\_:\_\_ to \_\_:\_\_

Are you looking for: (check all that apply)

Temporary  Temp/Hire  Permanent  Full-Time  Part-Time

Would you be willing to do short-term/short-notice assignments to work your way up to a higher paying longer term/Permanent position?  YES  NO

.....

## Areas Willing to Work

<input type="checkbox"/> All Cities	<input type="checkbox"/> Carroll	<input type="checkbox"/> Guthrie Center	<input type="checkbox"/> Kansas City	<input type="checkbox"/> Urbandale
<input type="checkbox"/> Adel	<input type="checkbox"/> Clive	<input type="checkbox"/> Iowa Falls	<input type="checkbox"/> Panora	<input type="checkbox"/> Waukee
<input type="checkbox"/> Altoona	<input type="checkbox"/> Downtown DSM	<input type="checkbox"/> Indianola	<input type="checkbox"/> Pleasanton, KS	<input type="checkbox"/> West DSM
<input type="checkbox"/> Ankeny	<input type="checkbox"/> East DSM	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Perry	<input type="checkbox"/> West Burlington
<input type="checkbox"/> Ames	<input type="checkbox"/> Grimes	<input type="checkbox"/> Johnston	<input type="checkbox"/> South DSM	

.....

How did you hear about us?  Newspaper  Internet  Phonebook  Friend: \_\_\_\_\_

TV  Drive By  Flyer  Job Fair  IWD  Other: \_\_\_\_\_

# Skill Codes

Check the appropriate skill in which you have had work experience in

## GENERAL

- Carpenter
- Electrician
- Plumber
- HVAC
- Welder
- Concrete
- Demolition
- Supervisor
- Mechanic
- Validator
- Construction
- Painter
- Inventory
- Mover
- Laundry
- Road Construction
- Digger/Raker
- Casual Labor

## FACTORY

- Mech. Assembler
- Elec. Assembler
- Inspector
- Packager
- Quality Control
- Brake Press
- Shear Press
- Punch Press
- Machine Operator

## HOSPITALITY

- Banquet Server
- Waiter/Waitress
- Bartender
- Bar Back

## MAINTENANCE

- Building Repair
- Cleaning
- Floor Care
- Landscape
- Lawn-care
- Hotel Cleaning
- Janitorial

## EQUIPMENT

- Truck
- Backhoe
- Tractor
- Outside FL
- Crane
- Drill
- Saw
- Nail Gun
- Jack Hammer

## WAREHOUSE

- Computer Skills
- Receiving
- Shipping
- Load/Unload
- Hand Jack
- Forklift
- \_\_\_\_\_ Standing \_\_\_\_\_ Sitting
- Inventory
- Mail Room
- Material Handler

## SUPPLIES AVAIL.

- Hard hat
- Glasses
- Steel Toe Boots
- Tools
- Driver's License
- CDL

\_\_\_\_\_ CLASS A

\_\_\_\_\_ CLASS B

## TYPING EQUIP.

- Memory
- Electric
- Stencils/Masters
- Statistical Typing
- Invoicing/Billing
- Stenography
- Transcriber

## BOOKKEEPING

- Full Charge
- Accounts Payable
- Accounts Receivable
- Assistant
- Manual
- Computer
- Collections
- Payroll
- Taxes
- Quick Books
- Peachtree

## CLERICAL

- Filing
- Alpha
- Numeric
- Coding
- Posting
- Other
- Bulk Mail
- Telemarketing
- Customer Service
- MS Word
- MS Excel
- MS Publisher
- MS Power Point
- MS Access
- MS Outlook

## PHONES

# In Lines \_\_\_\_\_

# In Ext. \_\_\_\_\_

## DATA ENTRY

- Alpha
- Numeric

## STENOGRAPHIC

- Legal
- Medical

## BILINGUAL

- English/Spanish
- English/Bosnian
- OTHER \_\_\_\_\_

- Front Desk
- Cashier
- Housekeeping
- OTHER \_\_\_\_\_

- Tux Shirt
- Bowtie
- Vest
- Black Slacks & shoes

# References

## PERSONAL REFERENCES

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

## WORK REFERENCES

Name \_\_\_\_\_ Phone \_\_\_\_\_ Company \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Company \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Company \_\_\_\_\_

# Certification and Authorization

**Certification of Information** – I am applying for employment with WorkSource Staffing and by signing below, declare that the information I have provided in the application process is complete and true to the best of knowledge. I understand and agree that any false information, omission or misrepresentation discovered before or after a job offer can result in rejection of my application or dismissal at any time during my employment.

**Application and Equal Opportunity** – WorkSource Staffing is an Equal Opportunity company. All qualified applicants will receive consideration without regard to gender, marital status, race, color, age, creed, religion, national origin, veteran status or disability. I understand that this form is for use in evaluating my qualifications for employment; it is not an offer or a promise of employment. A background investigation, interview, various tests and a policy review may be required before any final determination of suitability for employment is made.

**Verification and Background Investigation** – I understand and agree that WorkSource Staffing may make or arrange for investigative inquiries in order to determine my suitability for employment or retention and to verify my education, police and driving records, any past or pending civil actions, credit and workers compensation history, as allowed by law. I hereby authorize WorkSource Staffing and/or its agents, including third party investigation and consumer reporting bureaus, to make such inquiries of various public and private agencies or sources, and to request such information and appraisals of my character, job performance and work habits. I acknowledge that a fax or copy of this release shall be as valid as the original.

**Release of Information** – I hereby authorize all former employers, companies, local, state, federal and other agencies, courts and law enforcement authorities to release any information concerning my background. I also authorize WorkSource Staffing to disclose information on my background and work history ( and to provide copies of the Application and any background or reference reports) to representatives of client companies where I may be considered for employment. I hereby release WorkSource Staffing and its agents, any person, employers, companies, agencies and authorities who verify or provide information on my background from any liability for an damages whatsoever for disclosing or issuing any such information.

**Drug Use and Testing** - I understand that WorkSource Staffing prohibits use of illegal drugs. I am willing to provide a urine, blood, hair or saliva specimen for drug and/or alcohol testing prior to and/or during my employment as a condition of assignment to certain job positions, or if there is any reason whatsoever to suspect drug or alcohol use. I understand that company policy requires a drug and alcohol test whenever there is an on-job accident or injury. I hereby authorize and consent to all such tests and acknowledge my understanding that a positive drug test or refusal to submit to a required drug test will result in my dismissal. I hereby release WorkSource Staffing, its clients and any clinic, individual or test product manufacturer that my administer or provide a drug or alcohol test from any and all claims arising out of the results of such a test, and from any action taken on the basis of those results.

I am voluntarily signing below to acknowledge that I have read and fully understand the Certification and Acknowledgments above. I have had the opportunity to ask questions before signing, and all explanations have been in language I understand.

Signature \_\_\_\_\_

Date \_\_\_\_\_